

## Module 3 - Self- and Time Management

### Why - Objectives

Time can not be bought, stored or stopped. Every second that passes is gone forever. In this respect it should be seen as the most valuable of all resources and the only way to maximize its potential is to use it well.

What “well” means in this context is a highly individual thing. You will leave the training with many insights on your own patterns and a toolset to increase effectivity and efficiency. You will have a chance to clarify and prioritise your values and goals and plan tasks and projects that align with your goals. You will identify your particular time wasters and adopt strategies for eliminating them from your work pattern. You will find out about your high energy periods and how to focus your attention.

As the planning of scientific research projects becomes more and more crucial, one training unit introduces this topic.

### What - Topics

#### Timeline

...how do I deal with time

- *Analysis of my present situation*
- *Different working styles*

#### Values and Goals

...what keeps me on track

- *Paradigms that influence my life*
- *Positive outcomes and intrinsic motivation*

#### Priorities!

...first things first

- *Important or urgent?*
- *Pareto and A-B-C*

#### Effective Time-Management

...how to manage and use time

- *Longterm and shortterm planning*
- *Use of modern planning tools*

#### Project Management basics

...following the critical path

- *Project plan and Work Breakdown*
- *Estimations and resources*
- *My PhD – a project!*

#### Catch the Time Thieves

...hunting for the “cookies”

- *Goodbye procrastination*
- *Decision-making*

#### Life Balancing

...dealing with stress and strain

- *The four human needs*
- *Energy sources*

### How - Methods

To prepare for the training, participants are expected to keep a time log for 3 days and assess their time wasters. These data will be used in the workshop to evaluate people's current usage of time and find options for improvement. The training is conducted over 2 full days as a workshop. The approach will involve lectures and discussion to introduce the concepts of self- and time management as well as practical exercises and group work to develop personal skills.

### When - Course schedule (example)

Thursday 9:30 – 12:45 and 13.45 – 17:30

Friday 9:00 – 12:30 and 13:30 – 17:30

### Where – Location

Seminar room at your institute.