



## Time Management

### Target group

Doctoral candidates and postdoctoral researchers of all disciplines. Postdoctoral researchers in the faculty of medicine cannot participate in the workshop.

### Goals

- Clarification of direction and motivation (What am I working on and why?)
- Know how to use powerful time planning methods
- Know how to balance professional and private life
- Know how to control your inner state using concentration and relaxation techniques
- Exchange of experiences with other participants

### Content

Fundamental requirements for good time management during your research project:

- Making decisions and developing initiative
- Is my research topic small enough: What exactly do I want to examine?
- How can I motivate myself on the path to completing it? What does this path look like?

Strategies for efficient and effective use of time

- Time planning and the research project: master plan, weekly and daily planning
- Setting priorities (Eisenhower Method, Pareto Principle)
- Finding your balance: research project – job – private life
- Getting rid of time-killers
- Using high concentration techniques (silent hour, Pomodoro Technique)
- Controlling your inner state through relaxation techniques

### Methods

Trainer input; individual, partner, and group work; written and creative focusing exercises; relaxation exercises; guided and free sequences in which participants can develop images; brief presentations by participants; group reflection.

|                        |   |
|------------------------|---|
| Trainer                | Dr. Matthias Mayer, <a href="http://www.mmsc.de">www.mmsc.de</a>  |
| Workload               | 20 h  |
| Date                   | Fr, 04.11.2016, 10:00 – 18:00 h<br>Sa, 05.11.2016, 09:00 – 17:00 h  |
| Registration           | Please fill out the <a href="#">registration form</a> and send it to <a href="mailto:kursprogramm@frs.uni-freiburg.de">kursprogramm@frs.uni-freiburg.de</a> . |
| Location               | Seminar Room of the Freiburg Research Services (FRS),<br>Friedrichstr. 41-43, 2nd floor   |
| Number of Participants | 7 Postdocs<br>(7 Docs)  |