

Workshop programme

Time management in doctoral research

Bringing time and goals in line

21 May 2010, 8.00 – 15.00

Leibniz Institute of Ecological and Regional Development [IOER], Dresden, Dresden Leibniz Graduate School [DLGS]

Trainer: Dr. Simon Golin, GOLIN WISSENSCHAFTSMANAGEMENT, Hamburg

8.00 – 8.15	Welcome & introduction
8.15 – 9.30	<p>“Would 'ave, could 'ave, should 'ave”</p> <ul style="list-style-type: none"> >> Disturbances and time-wasters – both self-inflicted and caused by others <i>Individual work</i> >> E-mail – a time-waster: 10 rules to stop the e-mail floods <i>Plenary work</i>
9.30 – 9.45	<i>Coffee break</i>
9.45 – 11.00	<p>Basics of time management</p> <ul style="list-style-type: none"> >> My guide to work: Setting aims and priorities <i>Individual work</i> >> SMART method for formulating aims >> The subtle difference: Efficiency vs. effectiveness <p>Carpe diem! My projects in the Eisenhower diagram <i>Individual work</i></p>
11.00 – 12.00	<p>Structuring your time</p> <ul style="list-style-type: none"> >> To do lists >> Basic principles of planning your time >> Planning horizons <i>Individual work</i>
12.00 – 13.00	<i>Lunch</i>
13.00 – 14.00	<p>Expect the unexpected: Strategies for dealing with the unplannable <i>Group work</i></p>
14.00 – 14.15	<i>Coffee break</i>
14.15 – 15.00	<p>Coffee party or strategic conference? Effective meeting management</p> <p>Summary & evaluation of the workshop</p> <ul style="list-style-type: none"> >> My next steps: What are my plans for the near future? >> Unanswered questions & feedback