

## WORKSHOP: “TIME MANAGEMENT AND WORK ORGANIZATION”

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### Short description of the workshop: aims and underlying ideas

*Doing a PhD, most students have to deal with many different tasks at the same time such as teaching, researching, reading, taking part in lectures/trainings/team meetings, etc. To cope with all the different requirements and expectations, strategies for self-management and self-motivation can help you get by. In this workshop, we will address the following questions: How can you efficiently organize your to-do list? What are strategies for setting priorities? How can you set yourself aims and stick to them? After a short interactive presentation, we will invite you to share your experiences and strategies with the other participants.*

*The workshop is supposed to introduce some methods and background knowledge of self-management to young researchers, such as the ‘Eisenhower method’ for setting priorities, the ‘pareto principle’ or ‘getting things done’ by David Allen. The workshop has been conducted during the German Nachwuchstag for 3 years in a row and has been given very positive feedback from the participating PhD students. The workshop is addressed to young researchers (in terms of academic age; this includes master’s students, PhD students and postdocs who identify themselves as academically young) who want to improve their work efficiency by applying strategies of self-management. Most importantly, participants are encouraged to share their own experiences.*

Planned timeline	Topic	Material / Working format / presenter
45 min	Short introduction of methods, principles and strategies with emphasis on interactive elements for each individual participant	Powerpoint presentation; Presentation (with phases of small group discussions in-between), presented by Maisano, Ollesch, Schnell
20 min	Small group discussions for evaluating the learnt methods, discussing potentials and restrictions, and sharing further experiences with methods of self-management	Small group discussion

*Last names of the organizers*

25 min	Whole group discussion and sharing of experiences	Discussion, led by Maisano, Ollesch, Schnell