

Equal Opportunities Workshop: Time and Project Management for Researchers



Ph.D. students and Postdocs need to advance their research while also managing many other tasks, like teaching, supervising, or doing admin work. Project management skills and competencies in time management are indispensable for productive progress. It takes good time and project management skills to excel in such an environment. This workshop offers different methods and strategies to help you build the required skills to make optimal use of your available time and make efficient progress towards your goals. You will learn key project planning techniques and apply them to your research project. We will also discuss how to stick to your priorities in the face of conflicting demands, how to set up routines for highly focused work, and how to become less perfectionist and more pragmatic. In general, selecting methods that work well for you will be a focus as well as discussing how to sustainably transfer them to your work context.

In this workshop, you will ...

- learn how to set goals
- practice milestone planning & progress monitoring
- train Agile planning
- learn to defend boundaries
- obtain Routines for highly focused work
- discuss pragmatism & perfectionism

Coach

Daniel Friedrich is an expert in project and self-management within and outside academia. After working in Berlin, Oxford and at the Australian National University, he taught and conducted research as a postdoc at the interdisciplinary Berlin School of Mind and Brain. He gained experience as a founder, taught as a Teach First Fellow and worked for several years as a Data Scientist at Germany's largest portal for teaching materials. Since 2019, he has been contributing his experience as a researcher, PhD supervisor and university lecturer at Impulsplus.

<https://www.impulsplus.com>

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Gefördert durch

When and Where

Online-Workshop

13 + 14 November 2024

9:00 – 13:00