

## Equal Opportunities Workshop: Time and Project Management for Researchers



### Why does it matter?

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.

### Content and impact

- Project management
- Goal setting
- Milestone planning & progress monitoring
- Agile planning
- Time management
- Saying no and defending boundaries
- Routines for highly focused work
- Pragmatism & perfectionism

This workshop helps you to build the required skills to make optimal use of your available time and to make efficient progress towards your goals. You will:

- learn key project planning techniques and apply them to your research project
- understand 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

### Contact:

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### 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>

### When and Where

Online-workshop

05 + 06 November 2025, 9:00 – 13:00

Gefördert durch