

Where have all the hours gone? – How to organize your working life in academia

Objectives

From the beginning of their careers on, scientists have to structure their everyday work with high levels of self-sufficiency and autonomy. Single tasks typically require long-term commitment and are quite complex - test series in the lab are based on a fixed time schedule, a paper is not written within one day and a careful revision of a student's thesis takes often longer than intended. However, external control, for example by supervisors, is usually only exercised when it is already too late. At the same time, distractions are numerous (e.g. short-time interruptions by colleagues and students, or quick escapes to Google and YouTube). In this seminar, you learn how to structure and control yourself, your time, your motivation and your workflow. We particularly address the specific characteristics and requirements of your everyday research environment.

Time Schedule

1.00 pm

Welcome and overview

(Time)planning needs goals – goal-setting processes in academia

Identification of personal long-term goals

- Goal-means analysis, checking goal achievement
- Planning and prioritization

Identifying personal motivators

- Systematic review: What drives me?

2.30 pm

Time thefts and disturbers

- What wastes my times and steals my concentration?
- Dealing with disturbances and interruptions

3.30 pm

Coffee break

3.45 pm

On your marks, get set, ... academia! – time planning in everyday work life

- Establishing time schedules
- Toolkit for a scientist's everyday work life

Developing helpful routines – from discipline to habit

5.15 pm

It's home time!

- Establishing work-life balance

6.00 pm
Coffee break

6.15 pm
Hands-on
- Developing a personal time schedule for the following working days
- Individual feedback and identification of potential obstacles

7.30 pm
Conclusion and evaluation

Trainer

Dr. Dieta Kuchenbrandt is certified psychologist. She focuses on work psychology and social psychology. She also completed an apprenticeship in management consulting. She works as a trainer and consultant at "schainundkuchenbrandt", Bielefeld.

Time: Friday, 24th october, 1.00 pm to 8.00 pm

Room: University Hospital Essen, Lehr- und Lernzentrum LLZ,
Virchowstraße 163a,
45147 Essen
Seminar room 1, 2nd floor

Language: English