

## **Online-Seminar**

### **Time-Management**

### **Succeeding in PhD & postdoc by applying the most powerful techniques**

Hybrid online format: 2 half day live-online meetings & 5 hours of videos & tasks before and between both meetings (you can decide when to watch them). Workload: about 2 full days. Videos accessible after January 20, 2025. Watching ALL videos in time before the meetings is required for participation.

Live Online Meetings: Wed, February 5 + 12, 2025. 1:00 PM-5:30PM

Designed & conducted by Dr. Matthias Mayer – [www.youngscientistsacademy.com](http://www.youngscientistsacademy.com)

### **Target Group**

For up to 14 doctoral candidates / postdocs.

### **Goals**

- Know how to use powerful time planning methods
- Know how to balance professional and private life
- Know how to control your inner state using concentration and relaxation techniques
- Exchange of experiences with other participants

### **Content**

Fundamental requirements for good time management during your research project:

- Making decisions and developing initiative
- Is my research topic small enough: What exactly do I want to examine?
- How can I motivate myself on the path to completing it?  
How does this path look like?

Strategies for efficient and effective use of time

- Time planning and the research project: master plan, weekly and daily planning
- Setting priorities (Eisenhower Method, Pareto Principle)
- Finding your balance: research project – job – private life
- Getting rid of time-killers
- Using high concentration techniques (silent hour, Pomodoro Technique)
- Controlling your inner state through relaxation techniques

### **Methods**

Trainer input (also via video); individual, partner, and group work; written and creative focusing exercises; relaxation exercises; guided and free sequences in which participants can develop images; brief presentations by participants; group reflection. Highly interactive online seminar using zoom technology with a lot of small group work.