# Time and Self-Management for Doctoral Candidates

## Objective

This online workshop presents useful tools and strategies to improve your time and self-management.

## Description

Developing your time and self-management skills in a targeted manner is one of the key challenges, but also one of the biggest learning opportunities for early career researchers and scientists. This workshop offers an overview of the relevant methods and strategies as well as room for reflection and exchange.

Topics covered include:

- Setting and implementing goals
- Planning a research project (project phases, milestones etc.)
- Structuring your daily and weekly schedules
- How to reconcile research, teaching etc. with your private life
- Keeping up motivation: dealing with demotivation, procrastination or writer’s block
- In addition, there is room for your specific challenges and questions

## Methodology

- Short presentations
- (Small) Group discussions
- Self-reflection
- Individual or small group exercises which help you try out selected time management tools

## Trainer

**Dr. Matthias Zach**

kabeak.de, Jena & Göttingen

- Counsellor for scientists and academics
- Years of experience in universities in Germany, France and Great Britain

## Organizational Information

<table>
<thead>
<tr>
<th>Language / Format</th>
<th>English / Online</th>
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<tbody>
<tr>
<td>Target group</td>
<td>Doctoral Candidates at all stages from all faculties</td>
</tr>
<tr>
<td>Date</td>
<td>Tuesday, 21 May 2024, 9:00 – 15:30</td>
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<tr>
<td>Registration</td>
<td><a href="#">For registration click here</a></td>
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