

Advanced - R1

Postdocs - R2

Senior Postdocs - R3

## Fast Forward: Project Management and Personal Productivity for Researchers

Trainer



Dr. Nadine Sinclair  
Mind Matters

- Managing Director of Mind Matters
- More than 15 years and 30,000 hours of hands-on project management experience for research institutions, research foundations, pharmaceutical and biotech companies (of which 6 years with McKinsey & Company)
- Molecular Biologist by training who conducted her doctoral studies at the Max Planck Institute for Biophysical Chemistry in Göttingen

### Objective

Achieve amazing productivity and reduce your stress levels in 7 weeks by implementing the productivity secrets that allows management consultants and high-performing industry teams to generate results quickly.

### Description

Learn from an expert how powerful and transformative a simple and robust productivity system can be. Participate in this 7-week online training designed to help you implement an agile project and time management system in your research projects. It will transform the way you work and help you achieve new levels of clarity, focus and momentum in your projects, while reducing your stress levels.

### Methodology

- Weekly pre-recorded lectures to watch at your own pace (set aside 30 min a week)
- **Weekly, Wednesday 17:00 – 18:00, between 4 May-19 June 2026** live Q&A session to answer your questions. **Attendance mandatory.**
- Self-study workbooks and templates to help you implement the techniques in your projects with actionable feedback on weekly course assignments on a dedicated private community platform (set aside 1-2 hrs a week)
- Private community that allows you to interact with peers and exchange additional resources
- Personal Productivity Score assessment at the beginning and end of the course
- **Time requirement in total:** Approx. 3-4 hours each week (incl. live Q&A session) - time may vary slightly depending on the complexity of the project selected.

### Conditions

**This training is for you** if you can attend all live Q&A sessions, have a project that you can work on during the training, are ready to roll up your sleeves to work with the tools and techniques and willing to engage with the trainers and your peers on these topics.

**This training is not for you** if you are just looking for information on personal productivity and project management, cannot take the time to attend the live Q&A sessions and implement the techniques, or are unwilling to engage in discussions with others.

Ideally, the project should last at least 3 months from the beginning of the course and at minimum 8 weeks. Your project of choice should have a professional context – it can be a research project, writing a paper / thesis, literature search to define a project, job search or similar.

**Please set aside 1 hour in the week before the course (week of 20 April) to complete the onboarding process.**



Additional information on the program

### Organizational Information

Language / Format	English / Online
Target group	Advanced Doctoral Candidates at all stages and Postdocs (R2/R3) from all faculties
Date	Onboarding (self-study): 27 April 2026 (approx. 1 hr) Kickoff: Monday, 4 May 2026, 10:00 – 11:30 Weekly Wednesday Q&A sessions between 4 May-19 June 2026, 17:00 – 18:00
Registration	<a href="#">Click here for registration</a>