

# PROJECT AND TIME MANAGEMENT IN ACADEMIA

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**Day 1: October 6, 2022, 9:00-17:00**

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Course description **“Time management in academia”**:

During this workshop the participants learn the fundamentals of time management and deal mainly with the following topics:

- Basics of time management: Setting goals and priorities
- Efficiency versus effectiveness: The subtle difference
- Important or urgent:  
My projects in the Eisenhower diagram
- Structuring your time: My planning horizon
- Would 'ave, could've, should've:  
Disturbances & time-wasters – both self-inflicted & caused by others
- Expect the unexpected:  
Strategies for dealing with the unplannable
- Time management: My next steps

**Day 2: October 7, 2022, 9:00-17:00**

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Course description **“Project management in academia”**:

During the workshop the participants familiarise themselves with the most important project management methods and instruments. The following topics are at the core of the workshop:

- Basics of project management:  
From design to completion of a project
- It is all about direction:  
Setting objectives for my projects
- How to handle the unforeseen: Strategies for dealing with difficulties
- Projects in the higher education sector: What are the idiosyncrasies of academia?
- Strengthen your strengths!  
How can I exploit the strengths of my project?
- Stakeholder analysis:  
Where do I find support for my project?
- Project management: My next steps