

Overview of the workshop programme

Time management in academia

Aligning time and goals

Universität Hamburg, The Hamburg Center of Ultrafast Imaging [CUI], Graduate School

9 December 2020 [9.00 – 17.00]

Format: Online workshop

Target group: Postdocs and PhD candidates

Trainer: Dr. Simon Golin, GOLIN WISSENSCHAFTSMANAGEMENT, Berlin

Teaching, part time work, professional development, private arrangements and not least the thesis: Time pressure results in many things only being half done. In the end there is not enough time for the important tasks and you are left with the uncomfortable feeling of again not having managed everything.

It is however not difficult to improve dealing with the personal time budget. Through the implementation of established time management methods, individual disturbances can be minimised, priorities can be set and planning horizons can be determined in order to make the own work more effective.

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 diagramme
- >> 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

Dr. Simon Golin, Berlin, heads the consultancy company GOLIN WISSENSCHAFTSMANAGEMENT. For more than 25 years now he has been involved with not-for-profit management – with a focus on science, education and the foundation sector. Amongst other things, he has been managing director of the "Deutscher Studienpreis" at the Körber foundation, secretary general of the German National Ethics Council and secretary general of the Academy of Sciences and Humanities in Hamburg.