

## Overview of the workshop programme

# Time management in academia

## Aligning time and goals

Otto-Friedrich-Universität Bamberg, Bamberg Graduate School of Social Sciences [BAGSS]

20 July 2017 [9.00 – 17.00] and 21 July 2017 [9.00 – 13.00]

Target group: PhD candidates

Trainer: Anna Royon-Weigelt, GOLIN WISSENSCHAFTSMANAGEMENT, Hamburg

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 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

Anna Royon-Weigelt, Berlin, studied Law and Sociology before working in the field of project management in different sectors throughout Europe. As a freelance trainer, coach and consultant, she covers topics related to cross-cultural communication, leadership skills as well as career strategy and team development. A focus of her activities lies within the academic context.