



## Time and Self Management for Doctoral Students and Post-Docs

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Instructor: Theresa Fehn, M.Sc. Psych.

Date & Time: Thursday, 14 and Friday, 15 January 2021, 09.00 – 11.30 a.m.

Friday, 5 February 2021, 09.00 – 11.00 a.m.

Place: Live sessions via Zoom (details tba)

Registration: Please send an email to [courses.bagss\(at\)uni-bamberg.de](mailto:courses.bagss(at)uni-bamberg.de) by 14 December 2020 the latest.

### *Description*

This virtual workshop series will give you impulses to improve your time and self-management. Over the course of several weeks, asynchronous phases for self-monitoring, reflection and transfer will alternate with three synchronous live sessions for input and exchange. You will be invited to critically reflect on your previous use of time and get to know methods for setting goals, prioritizing individual tasks and short- and long-term planning. We will also talk about balancing different activities and obligations, communication and delegation. At the end of the workshop series, you will decide which methods and strategies you will implement in your daily routine.