

04.06.2024, 13.00-17.30h

Workshop

Stephan Pfob, [Berlin Alley](#)

Smart Work in Academia. How to Work with More Focus, Energy and Clarity on What Matters Most

Venue: Humboldt-Kabinett, Rudower Chaussee 25, 12489 Berlin, 1st floor

The demands of research and collaboration often seem crushing. To thrive in this environment, it is essential to work in a smart way: to manage our focus and our energies efficiently and to handle goals, roles and expectations with calm. But what are the best practices to achieve this smart way of working? — This compact, research-based workshop provides insights and methods to work in a productive and sustainable way. It is targeted at postdocs but open for graduate students as well. In addition to individual practices, the workshop also helps to set up structures that support students and colleagues to work more efficiently. The concepts and methods are illustrated with examples of highly productive researchers, leaders and creatives. The participants will be given the opportunity to share their best practices, find answers to their specific questions and receive guides, tools and other helpful material after the event.

In this workshop you will learn:

- How to **manage your energies efficiently** — instead of getting overwhelmed by just juggling your tasks
- How to **shut down distractions and focus on the tasks** in front of you and on your goals ahead
- How to **make decisions** and align expectations with more calm and confidence
- How to **reduce procrastination** — and help others to do so as well
- How to **say No to tasks respectfully** — instead of being dragged into the projects of others while neglecting your own work

About the trainer

Stephan Pfob is Smart Work Guide and CEO of Berlin Alley, specialized in feedback and the psychology of sustainable work. He has extensive work experience in different fields, ranging from academia to administration, teaching, business intelligence and information design. He is a trainer for the TUM Entrepreneur Advisor and Coach at Science & Startups in Berlin.

The event is aimed at postdocs at HU, max. 12 participants. Please register by sending a mail to: postdoc-center-adlershof.mnf@hu-berlin.de