Time- and Self-Management in Science

Date & Time:
Tuesday, 30 January 2018, 9:00 am – 5:00 pm
Thursday, 17 May 2018, 9:00 am – 2:30 pm

Venue: Johann von Neumann-Haus, Humboldt-Kabinett, Rudower Chaussee 25, 12489 Berlin

Target group: doctoral candidates and postdocs

Trainer: Dr. María Machón

Maximum number of participants: 12

A successful research project depends not only on subject knowledge or research skills, but also strongly on self-motivation and organization. In this workshop with follow-up, doctoral candidates and postdocs find their own particular way to manage their time, combining well-proven principles and techniques with their personal resources.

The workshop gives an overview of the field and we work on all relevant aspects: making realistic plans, setting priorities, getting started, staying motivated, etc. Participants learn how to develop and install the time- and self-management habits they need to leverage their success and define concrete goals for the time until the follow-up.

In the follow-up, we discuss what went well and what still needs to be improved. We work through all topics and wishes of the participants with group coaching. They leave with a new motivation and concrete, tailored solutions.

Format
1-day block workshop plus a follow-up

Content
• Overview of time- and self-management and an analysis of the current situation.
• Planning and replanning.
• Setting priorities.
• Motivation and focus.
• Productivity, procrastination, perfectionism.
• Time-management and your working environment.

About the trainer
Dr. María Machón is a certified coach (ACC, ICF) and holds a PhD in Physics (TU Berlin). This unusual combination of talents allows her to offer researchers custom-made time- and self-management workshops. For the last seven years she has held her workshops at many prestigious research institutions like the Humboldt Graduate School and the Berlin Mathematical School (www.mariamachon.de/).

Please register until January 22, 2018 by e-mail to: petra.metz@hu-berlin.de

This workshop is conducted as part of WINS training/
for further information visit: https://hu-berlin/wins