

HOME TRAINING DAYS

Online Workshop „Time management“

Date: Tue, 21.05.2024, 09:00–17:00 hours

Place: Online via Zoom

Trainer: Dr. Alexander Egeling

Target group: doctoral researchers from all disciplines, max. 12

Language: English

Content and approach

We all plan and organize our day somehow. So the question is not whether you want to do time and self-management, but how you do it. Heavy workloads, complex projects and ever more crises constantly confront us with new challenges. In this course, basic techniques of time management will be presented as well as specifics that have to be considered when working scientifically – also in a home office. All this is not difficult to understand, but often difficult to implement in everyday life. For this reason, the course offers the opportunity to bring in one's own current challenges and to develop individual solutions. Everyone leaves the course with concrete tips and planning ideas.

In detail, the following points are covered:

- Basic steps of time management based on goals, tasks and appointments
- Productive use of calendars, to-do lists and prioritization
- Inclusion of the organizational environment and one's own daily rhythm
- Combating individual time-wasters and cultivating personal resources

Trainer

Dr Alexander Egeling is a certified trainer and coach with more than 10 years of experience in management, career and communication for scientists. He studied business administration (University of Leipzig, TU Freiberg and University of Adelaide/Australia) and completed his doctorate at the Institute for Human Resources and Labour (HSU Hamburg). During this time and afterwards, he was employed for several years at universities (TU Freiberg, UBC Vancouver/Canada) and in consulting companies as well as working independently.

More at www.alexander-egeling.de