2.3
Time- & Self-management

Goal	Aim of the seminar is to provide participants with recommendations and examples of different methods how to structure and manage their time and tasks and encourage them to reflect on their own personal time-management.
Format	Seminar/Webinar
Recommended duration	1.5 hours (if exercise is included)
Content of the training activity	**Part 1: Time- & Self-management** (presentation) ● How to manage your time: goals/priorities, plans and revisions ● Examples of methods/tools **Part 2: Individual exercise** — reflection on one's own time management **Part 3: Group discussion** — peer sharing on good and bad practice of individual time management
Expected learning outcomes	After taking this course/training activity, the PhD student should: ● Be aware of how to structure and prioritize goals and tasks. ● Know some available methods to manage time. ● Be aware of some aspects of time management that differ in academia and private sector.
Recommended further steps	Experiment to prepare case study based on research project time-line in academia and private research to show need for time-management in different contexts.
Trainer/facilitator qualification	Some experience with delivery of projects or time-constrained work is vital.

Recommendations and suggestions for course/activity setup and methods used:

	Duration	Activity description
Suggested scenario	15 min	Basics of effective time & self-management ● How to manage your time: goals/priorities, plans and revisions ● What are the most common time wasters?
	20 min	Examples of time management techniques and tools ● Pareto Analysis (a.k.a., the 80/20 rule) ● Getting Things Done (GTD) Method ● Organising without lists ● Eisenhower Matrix ● Pomodoro technique ● … Examples of bad time-management
	30 min	Exercise: Start with the individual reflection: ● Reflect your activities of last week. What you have done or haven't done? Write these activities down on the small piece of paper (small post-it notes) ● Now take a template with an Eisenhower matrix and put the activities in the different quadrants. In which area you spent most of your time? Exchange the result of the exercise with other participants. Formulate a set of the tips on better time management for PhD students together.
	15 min	Time management in academia and private sector: what is the same and what is different? Joint discussion facilitated by the trainer. In case there is a time available, the question can be first discussed in the small groups before taking it to the plenary.
	10 min	Wrap-up and conclusions
Recommended number of participants	Min: 5 Max: 25	
Forms of active engagement	Participants should be actively involved and encouraged to reflect on their own time management. For this purpose, practical exercise using some of the time management techniques should be included. Peer sharing should also be encouraged. Let participants discuss good and bad time management strategies or differences between the time management in private sector and academia together.	
Training handouts	Presentation summarising the time management techniques Template with Eisenhower Matrix (or template for other time management technique)	

Reflection questions	1. What are your priorities? Short-term/ long-term? 2. What are your struggles in time-management? 3. Which presented method can you imagine to apply? 4. How do you evaluate if you are effective in your time management? 5. What are your struggles in self-management?
Engagement of external experts	Not necessary
Venue requirements	Standard room setting with presentation or on-line platform
Technical and material requirements	Projector or on-line platform (zoom/teams etc.). Printed templates and post it notes or editable online templates.
Resources to explore	● Francesco Cirillo: The Pomodoro Technique: The Life-Changing Time-Management System ● https://blog.doist.com/ ● https://phd.academy/blog/category/Time+management