

Time and Self Management

An exclusive workshop for IRTG (1901) The Brain in Action – BrainAct

Date: July 1, 2022, 9:00 am–5 pm, or July 2, 2022, 9:00 am–5 pm

Venue: Sporthotel Grünberg, Am Tannenkopf 1, 35305 Grünberg

Trainer: Dr. Julia F. Späth, www.fit4trust.com

The objective of this one-day workshop is to optimize your personal time and self-management during the PhD period. The overall focus lies on the improvement of your current scientific work situation. Working in science often implies a conflict in allocating time between own research and the involvement in other projects. In addition, there is currently more than ever before the need to cope with uncertainty in your time schedule and delays in information exchange. Good time and self-management enables you to stay flexible and to actively react to unforeseen events.

In the workshop you will reflect on strengths and weaknesses of your personal work habits, including the issue of procrastination. In various tutorials you will gain insight into techniques and best practices of time and self-management, e. g. how to focus on priorities, how to gain free space, and how to use your personal power peaks. We will discuss daily disturbances in your current working environments and develop respective counteraction procedures to enable the efficient achievement of your personal goals.

The workshop aims at sharing experiences and best practices in the group of participants. You will be inspired to test out and discuss new approaches for your personal time and self-management.

Intended learning outcomes

You will be able to

- improve your time and self-management by applying strategies and techniques,
- identify priorities and organize your tasks accordingly,
- develop strategies to counteract disturbances,
- define your personal power peaks, and to use them in planning your activities on a daily and weekly basis.

Target group

Both workshops will be held in English and can be attended by a maximum of 10 participants. This is an exclusive workshop for members of the IRTG The Brain in Action – BrainAct.

The trainer

Dr. Julia F. Späth studied business education at the Johannes Gutenberg University Mainz and wrote her PhD thesis on the interdisciplinary topic of “Trust in Organisations”. She founded Fit4Trust Consulting in 2008 to lead projects for organizational and human resources development. Julia is coaching scientists, project teams, and executives in the fields of self management and decision making.