

Online-Workshop 5: Time & Activity Management, Prioritisation and Mindfulness

Date: Wed, 19 March 2025, 09.00–17.00 h (with breaks)

Trainer: Mark Edwards

Room: online via zoom

Capacity: max. 12 participants

Description

In this course, we present the most effective time management techniques within the framework of examining your broader goals for your life and career, and how to use these insights to effectively prioritize your daily activities. We look at time-management techniques that really work for doctoral researchers – how to apply the most effective methods that can be combined with other requirements, such as experiment and laboratory schedules, or research and field-trip activities. We look at evaluating your own ways of working and how to change your patterns to facilitate better productivity, as well as removing the obstacles and barriers, both internal and external, to making the best use of your time. In turbulent times it seems to be more difficult to plan effectively. We need new ways of thinking and planning, and new approaches and techniques, particularly with the increased importance of working from home. This seminar explores how to achieve a better balance within your own person and your professional surroundings. Participants will leave the course with a comprehensive yet practical framework with which to approach their planning and day-to-day activities.

Content:

- 7 methods of prioritisation
- How to make hard choices: looking beyond completion
- Knowing when enough is enough
- Key techniques of new time Management
- Creating a personal schedule for the entire thesis
- Dealing effectively with internal and external blocks and disruptions
- Simplifying your PhD – productive work organization methods

Methods

The seminar comprises inspirational input, exercises, small group work and group discussion. A lively learning atmosphere is created, and a comprehensive toolbox of techniques are examined.

Trainer

Mark Edwards began his career by co-founding and operating a successful marketing and graphic design business. Following this, Mark gained more than fifteen years' experience of working at brand management level in blue-chip companies (British Petroleum, GlaxoSmithKline) and as a National Training Manager for a network of over 300 small and medium-sized businesses. Since 2010, Mark has been successfully delivering specialised English courses in Germany in association with Kompetenzia International. Clients include major universities and research institutes in Berlin and all over Germany.