

## Self and Time Management

*Sabine Lerch, soft skills for science*

<b>Date &amp; Time:</b>	<b>26 &amp; 27 June 2018</b> 26 June: 9:30 – 17:00 27 June: 9:00 – 17:00
<b>Location:</b>	AWI Bremerhaven, room E-4025
<b>Language:</b>	English
<b>POLMAR credit points:</b>	2
<b>Registration:</b>	<a href="mailto:info.polmar@awi.de">info.polmar@awi.de</a>

### Course content:

<b>Module</b> <span style="float: right;"><b>3</b></span> <b>Self- and Time Management</b>	
<p><b>Timeline</b> ...how do I deal with time</p> <ul style="list-style-type: none"> <li>• <i>Analysis of my present situation</i></li> <li>• <i>Different working styles</i></li> </ul> <p><b>Values and Goals</b> ...what keeps me on track</p> <ul style="list-style-type: none"> <li>• <i>Paradigms that influence my life</i></li> <li>• <i>Positive outcomes and intrinsic motivation</i></li> </ul> <p><b>Priorities!</b> ...first things first</p> <ul style="list-style-type: none"> <li>• <i>Important or urgent?</i></li> <li>• <i>Pareto and A-B-C</i></li> </ul> <p><b>Effective Time-Management</b> ...how to manage and use time</p> <ul style="list-style-type: none"> <li>• <i>Longterm and shortterm planning</i></li> <li>• <i>Use of modern planning tools</i></li> </ul>	<p><b>Project Management basics</b> ...following the critical path</p> <ul style="list-style-type: none"> <li>• <i>Project plan and Work Breakdown</i></li> <li>• <i>Estimations and resources</i></li> <li>• <i>My PhD – a project!</i></li> </ul> <p><b>Catch the Time Thieves</b> ...hunting for the “cookies”</p> <ul style="list-style-type: none"> <li>• <i>Goodbye procrastination</i></li> <li>• <i>Decision-making</i></li> </ul> <p><b>Life Balancing</b> ...dealing with stress and strain</p> <ul style="list-style-type: none"> <li>• <i>The four human needs</i></li> <li>• <i>Energy sources</i></li> </ul>

Time cannot be bought, stored or stopped. Every second that passes is gone forever. In this respect it should be seen as the most valuable of all resources and the only way to maximize its potential is to use it well.

What “well” means in this context is a highly individual thing. You will leave the training with many insights on your own patterns and a toolset to increase effectivity and efficiency. You will have a chance to clarify and prioritise your values and goals and plan tasks and projects that align with your goals. You will identify your particular time wasters and adopt strategies for eliminating them from your work pattern. You will find out about your high energy periods and how to focus your attention.

**Target group:**

All students interested in the topic, who are willing to reflect on their personal “use of time” and take active part in exercises.

**Students’ comments on this course:**

- I got aware of the fact how unstructured I was!
- The course encouraged me to think about my personal values and goals.
- I like that I got ideas how to manage myself better.
- The course helped me to set my values and plan my time.
- I learned to structure my own life: first think, then act.

**More information:** <http://www.sabinelerch.de/>

---

*Our courses are generally free of charge for all participants. However, they do have a price and can cost POLMAR as much as 150€ per day per student. Please take this into account when cancelling your place at the last minute.*

---