

Time Management & Effectiveness

Content

Time Management is a valuable skill that can be applied right from the beginning of (post)doctoral research. If you want to work more productively, if you do not find enough time to work on your PhD or postdoc project because there are so many other things you have to do, this "Time Management & Effectiveness" workshop is right for you. It is complementary to the "Project Management" workshop, which gives you the knowledge, methods, tools and techniques to structure, plan and control your PhD project.

Time Management and Effectiveness are also vital abilities that prospective employers highly appreciate - both inside, and outside, the university environment. Time Management has become a critical operational style required for successful and high-performing professionals. Having an overwhelming number of things to do and still work priority-steered and productively with a clear head and a positive sense of relaxed control is possible. The gained time can be used to work on priorities, but also to increase your available recreational time and so help to create a good work-life balance.

The period as a PhD candidate presents an ideal context in which to learn and apply the basic processes, tools and techniques of time management. Skilfully applied, it will help doctoral candidates to increase their effectiveness and efficiency, and so help them to produce maximum long-term beneficial results in the scope of their PhD research, and in other prioritized fields of their activity.

This 2-day workshop introduces successful time management and effectiveness methods, tools and techniques, and gives the doctoral students the opportunity during the workshop and the transfer time to apply several methods to their working environment.

Learning Objectives

General Objective

After this course, participants will have proven and successful time management methods, tools and techniques with which to optimize their time management and effectiveness, and the experience of having applied a choice of them during the workshop and transfer time.

This "Time Management and Effectiveness" workshop does not cover project scheduling. For the latter, please refer to the workshop "Project Management".

Specific objectives

After this workshop, the participants will be able to:

- Build and update their personal mission statement
- Fully embrace the importance of time management
- Define their work roles with their respective objectives, and commit to them
- Explain the difference between effective and efficient
- Organize and execute around priorities: distinguish with the help of the Time Management Matrix between urgent and important activities, delegate non-important activities if possible
- Reflect upon how well they currently manage their time
- Focus their work on important, not urgent activities and say "No" more easily to less important workload
- Schedule weekly
- Use their prime time wisely
- Try out David Allen's Filing system

- Describe the mental state of "Flow", the "Pomodoro technique", and the "Sawblade Effect"
- Explain why to avoid multitasking
- Evaluate whether calendaring, personal organizer or time management application software are useful tools for them
- More effectively handle daily mail and requests
- Overcome procrastination

Individual Feedback

Preparatory Work: Participants will be asked to prepare for the workshop by answering four questions and returning three of them to the trainer by e-mail one week ahead of the workshop.

Transfer Work: Participants will also be required to complete the transfer work between the two days of the workshop, which includes putting the first day's learning into practice and actively monitoring their time management, and doing some pre-reading (estimated 2 hours of work). Their transfer work will be debriefed during the following workshop day.

Trainer

Dr Ulrike Rapp Fitchett studied pharmacy at the EPFZ, and did her thesis at the Institute of Medical Microbiology of the University of Zürich. From 1994 to 2010 Dr Rapp Fitchett worked in the field of project management in the pharmaceutical industry, initially as a leader for Swiss and EU projects, and then for over 10 years in charge of global development programs. In 2011, she received her PMP (Project Management Professional) license from the PMI (Project Management Institute, PA, USA) and began in 2011 a training program as an Adult Trainer at the Swiss Federal Institute for Vocational Education and Training (Institut Fédéral des Hautes Etudes en Formation Professionnelle EHB IFFP IUFPF) in Lausanne. In 2014, she earned the Swiss Federal License as an Adult Trainer and in 2016 a Diploma of Advanced Studies (DAS) "Specialization in Vocational Education and Training for Adults". Dr Rapp Fitchett currently works as an independent adult trainer and quality auditor in the field of education and vocational training.

Target Group

(Post)Docs, no prior knowledge or skills in Time Management are required. The workshop can be attended at any stage of doctoral research. The greatest advantage would be during the first half of the doctorate.

Language English

No. of Participants maximum 12

Dates 22. and 29.08.2017 10 a.m. to 5:30 p.m.

Location University of Bern / Schanzeneckstrasse 1, B-102 (22.08.17) B-105 (29.08.17)

ECTS: 0.75 (approx. 19 hours workload)

Requirements

An understanding of project structuring and scheduling from a Project Management course would be an advantage, but is not essential.

Further Information:

The Time Management and Effectiveness workshop is complementary to the "Project Management" workshop, which gives you the knowledge, methods, tools and techniques to manage your PhD project. If you wish to structure your PhD thesis project top-down, define milestones and objectives, and schedule activities over a time axis, please register for the "Project Management" workshop. In addition, the latter training will offer practical exercises in several other knowledge areas such as risk, stakeholder and communication management.