**Introduction**

Please introduce yourself to the group answering the following questions:

1. Who are you? (name, faculty, PhD year)
2. Give yourself a grade between 1 - 10 for your current time management, 10 being the highest. Explain why this grade?
3. What is the most important thing that you would like to learn or find out today?

**Reality – exercise in pairs (15 min)**

Pairs:

1. Exchange your last week’s time spending
2. Share your **five most time consuming activities** within this week
3. Share the **number of hours** you spent on each activity

Top 5 weekly activities in number of hours:

Most notable things:

Are you happy with this way of time spending?

**Your Personal Goals – individual exercise (15 min)**

Your goals are linked to your social roles

As a PhD candidate you have a few different roles

You also have several roles outside your work

Any role you want to give meaning to you need to translate into a goal

Choose a goal within your sphere of influence

Envision your ideal week to make your ideal balance

1. First look at your top 5 activities, what activities actually contribute to your general happiness / wellbeing?
2. Then look at your main work related activities, what activities contribute most to your responsibilities?
3. At last think of your ‘secret’ wishes / big dreams, what do you really want with your life?
4. Think of personal goals (private & professional) to execute in your life (3 to 5)

**Formulating SMART goals – exercise in pairs (20 min)**

Choose one personal goal each, a medium term or a long term one

Together formulate these in a SMART way

Be reflective to each other **Your goal:**

**Braindump – individual exercise (15 min)**

**Your TM matrix**

|  |  |  |
| --- | --- | --- |
|  | **Urgent** | **Not urgent** |
| **Important** | **Q I** | **Q II** |
| **Not important** | **Q III** | **Q IV** |

**Gap analysis – individual exercise (15 min)**

1. Take your last week’s activities, put them in the correct quadrant
2. Take your braindump activities, put them in the correct quadrant
3. Take your personal goals, and put them in the correct quadrant
4. What do you see?
5. What can you conclude?

**Check on all 4 quadrants (plenary)**

**Do you need to change? – individual exercise (15 min)**

How should your time spending be?

Which activities should fill your day?

How many hours (per day/week) should you spend on each activity?

1. Fill your quadrant II with 3-5 important activities
2. Fill your agenda for next week with scheduling your QII activities first and according to your ideal week

**General strategy**

Start at the beginning

* Commitment to your goals (social roles, priorities in work and life, translated to specific goals and activities)
* Schedule them in quadrant II (monthly, weekly, daily)

Create more time for Q II by spending less time in Q III / IV

So say ‘yes’ to important matters and ‘no’ to unimportant matters

The more you are in Q II, the fewer things can move to Q I

This is the difference between self-control or to be controlled

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **08:00** |  |  |  |  |  |  |  |
| **10:00** |  |  |  |  |  |  |  |
| **12:00** |  |  |  |  |  |  |  |
| **14:00** |  |  |  |  |  |  |  |
| **16:00** |  |  |  |  |  |  |  |
| **18:00** |  |  |  |  |  |  |  |
| **20:00** |  |  |  |  |  |  |  |
| **22:00** |  |  |  |  |  |  |  |
| **24:00** |  |  |  |  |  |  |  |

Your ideal new week

**Next steps – exercise in pairs (15 min)**

Your ideal new week

1. Share your filled TM matrix
2. Exchange your planning for next week
3. Discuss the changes you have made compared to last week
4. Discuss what time management tools or tips are helpful to you
5. Explore how you can help each other to stick to your plan; What help do you need?
6. Make the commitment to help each other

**Evaluation**

Please evaluate yourself and the course answering the following questions:

1. You gave yourself a grade this morning. Would you like to change your grade? What grade is realistic for you?
2. Have you reached your learning goal? What are the main take aways for you? (max 3)
3. What two words would you use to describe this course?