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## Time & Activity Management, Prioritisation and Mindfulness

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**Trainer:** Mark Edwards

**Duration:** 2 x 3-hour videoconferences

**Language:** English

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### *Time planning and work-life balance utilizing new planning methods*

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 PhD students – 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.

- Managing the stress and completing on time
- Dismantling practical and psychological barriers to writing
- 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.

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## Planning the Completion of your Dissertation

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### *A concentrated and well-structured finish to achieve your goal*

Towards the end of your doctoral study many questions arise, which are discussed in this module. The course addresses the many factors affecting the effective structuring of the final phase of your doctorate, and focusses on proven methods that will form the framework of clear future perspectives for the period after the successful dissertation.

### Content

- Effective use of your time: How to focus your efforts
- Daily, weekly, monthly and whole-PhD Plans
- 7 methods of prioritisation
- Planning and focussing on the writing process and the correction phase
- Dismantling practical and psychological barriers to writing
- Techniques for productivity
- Problems in the End-phase of the PhD - with solutions
- Getting the best from your supervisor
- Staying motivated
- Developing clear goals for your PhD and beyond

### Methods

The seminar comprises inspirational input, lively and challenging exercises, small group work and group discussion. An exciting learning atmosphere is created, and sustainable results obtained.