

Do you feel you could make more out of your time during your doctorate? In this workshop I help you identify areas of improvement for your individual time- and self-management system. I give an overview over the field and we work on all relevant aspects: planning, task management, and action. We also discuss procrastination, perfectionism, and other typical issues. During the workshop we develop time-plans at different levels of detail for your doctorate. You learn how to develop and install time- and self-management habits and which ones you need to leverage your success.

Target audience

The course is recommended to doctoral candidates in the first year of their doctorate.

Course Format

The workshop is oriented toward the development of individual, immediately applicable strategies. The methods include input by the trainer, individual and group work, as well as discussions, peer-feedback, and group coaching.

Course Material

A handbook will be handed in at the beginning of the workshop. The content of flipcharts, pinnwall, etc will be documented and sent per email to the participants after the workshop.

Term and Application

- October 9, 2017, 9am – 5pm
- Venue: 06120 Halle (Saale), von-Seckendorff-Platz 1, Kolloquiumsraum 5.10 (in the attic)
- Group size: maximum 12.
- Workshop-Language: English.
- **Application period between August 15 and October 2**
email to: koordination@ingra.uni-halle.de
- Applications are considered in chronological order of receipt. You get information.

Lecturer

Dr. María Machón is a trained coach and holds a PhD in Physics. This unusual combination of talents allows her to offer researchers custom-made time- and selfmanagement trainings, especially designed to meet their particular needs.