

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 productivity issues. During the workshop we develop time-management strategies. You learn how to develop and install time-management systems that need to leverage your success.

**Cancelled**

### **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, 2018, 9am – 5pm
- Venue: Lecture Hall G, Universitätsplatz 8/9 (Melanchthonianum), 06108 Halle (Saale)
- Group size: maximum 12.
- Workshop-Language: English.
- **Application period between August 15 and October 2**  
email to: [koordination@ingra.uni-halle.de](mailto: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.