

## **On-Site Workshop SFB/TRR 352**

### **Time- and Self-Management**

### **Applying the Most Powerful Techniques to Succeed in PhD and Postdoc**

Thursday, Jan 23, 2025, 13:30–18:30

Christkönigshaus, Stuttgart

Facilitator: Dr. Matthias Mayer – [young scientists' academy](http://youngscientistsacademy.com)

#### **Target Group**

Doctoral candidates and postdocs of SFB/TRR 352 – max. 30 participants.

#### **Your Benefit**

Are you sometimes struggling to balance the demands of research, professional development, and personal life? This workshop is designed specifically for PhDs and postdocs who want to master the art of time- and self-management. With a focus on directly applicable, well-proven methods, you'll gain actionable insights to set clear goals, plan effectively across different time horizons, and reduce stress in competitive academic environments. Join this engaging, interactive session to take control of your schedule, overcome distractions, and build habits that lead to long-term success—in your PhD, postdoc, and beyond.

#### **Goals**

- Get familiar with the most powerful techniques of time- and self-management
- Know how to plan on three timely horizons
- Know how to balance professional and private life
- Know how to control your inner state
- Exchange experiences with other participants

#### **Content**

- Determine your direction: Work with crystal clear goals
- Plan: Learn to plan your time: long-, medium-, and short-term
- Set priorities consciously (Eisenhower Method, Pareto Principle)
- Focus: Say goodbye to distractions and interruptions
- Find your balance: research – work – private life
- Dealing with competition and stress in science
- Which Tools Should I Use?
- Get rid of your most severe time-killers, establish strong habits

#### **Methods**

Trainer input; self-reflection; individual, partner, and group work; brief presentations by participants; group discussion. Highly interactive.