

## Workshop Time and Self-Management

**Date:** 08-09 March, 2023 [Day1: 9:00-17:00, Day2: 9:00-13:00]

### Workshop Overview:

The objective of this workshop is to optimize your personal time and self-management during the PhD period. The overall focus lies on the improvement of your current scientific work situation and keeping life balance.

Working in science often implies a conflict in allocating time between own research and the involvement in other projects. Moreover, you need to cope with uncertainty in your time schedule and delays in information exchange. Good time and self-management enables you to stay flexible and to actively react to unforeseen events.

In the workshop you will reflect on strengths and weaknesses of your personal work habits and identify practical personal solutions. In various tutorials you will gain insight into techniques and best practices for time and self-management, e.g. how to focus on priorities, how to use your personal power peaks and how to become more resilient. We will discuss daily disturbances in your current working environments and develop respective counteraction procedures to enable the efficient achievement of your personal goals.

The workshop aims at sharing experiences and best practices in the group of participants. You will be inspired to test out and discuss new approaches for your personal time and self-management.

### Contents of the Workshop:

- (1) How to improve work-life balance
- (2) How to achieve your goals
- (3) How to prioritize tasks and projects
- (4) How to maintain focus on work
- (5) How to improve workflows
- (6) How to reduce stress

### Didactical Methods in the Workshop:

- tutorials on strategies, techniques, and practical tools
- situation analyses and individual reflections
- application of time management tools for specific practical problems
- exchange of experience on best practices in small groups and plenary sessions
- personal action planning and discussion of transfer issues

### Coach:

**Dr. Julia F. Späth** studied Business Education (Dipl.-Hdl.) and worked as a research assistant and postdoc for the Faculty of Management and Economics at the Johannes Gutenberg University Mainz, Germany. Fascinated by the interdisciplinary topic of TRUST Julia wrote her doctoral thesis on "Interpersonal Trust in Organisations - an empirical study of influencing factors and behavioural effects" (Dr. rer. pol.). She published in A-Journals and presented her research at highly ranked conferences worldwide.

In 2008 Julia founded Fit4Trust Consulting to lead projects for organizational change and development. She is coaching executives and project teams in business, science and public administration. Her custom-made workshops focus on Trust-based Group Lead, Time and Self-Management, Stress Management and (Career)Decision-making.

Julia has many years of experience as professor for human resource management, (Stuttgart University of Applied Sciences), international PhD examiner (Nelson Mandela University, SA) and lecturer (WU Vienna, Hochschule Koblenz).

Her objective is to support individuals, groups and organizations in their goal achievements - combining state of the art theoretical explanations and practical coaching methods to ensure the transfer of knowledge for everyday work and life.