

## Equal Opportunities Workshop: Working effectively and efficiently – Time and project management for researchers



"No way! The deadline is next month already...?" Scientists need to be able to manage a wide variety of projects, including research, tutoring, teaching and spending sufficient time with their families.

It takes good project and time management to use the resources available to you in the best possible way. This workshop offers different methods and strategies to help you achieve this, focusing on real-life situations and acute needs. The goal is to reflect on the way you organize your work and yourself and make pragmatic changes so that you can make the most efficient use of your time and deal with the highest-priority projects on time in the best possible way

### In this workshop, you will ...

- reflect on the way you organize your work and yourself
- learn how to make pragmatic changes in your self-organization
- be offered different methods and strategies for time and project management
- learn how to use your time more efficiently

### Coach

Dr. Daniel Friedrich is an expert in project and self-management within and outside academia. After working in Berlin, Oxford and at the Australian National University, he taught and conducted research as a postdoc at the interdisciplinary Berlin School of Mind and Brain. He gained experience as a founder, taught as a Teach First Fellow, and currently works as a Data Scientist at Germany's largest portal for teaching materials. Since 2019, he has been contributing his experience as a researcher, PhD supervisor, and university lecturer at the "Impulsplus"-network.

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### When and Where

Online-Workshop

28 & 29 June 2023

9:00 – 13:00

Gefördert durch