

Workshop

Time Management for Knowledge Workers

Organizational details:

Instructor:	Dr Roman Briker
Date:	October 25, 2019, 09 a.m. – 1:30 pm
Location:	Gerichtsaal HS 021, Licher Straße 68, 35394 Gießen
ECTS:	1
Max. number of participants:	20

Objectives

Time Management constitutes a relevant and omnipresent issue for scientists and other knowledge workers. This workshop will provide hands-on, evidence-based time management tools and practices that doctoral students and postdoctoral researchers can use to organise their time more effectively and efficiently, reduce their stress levels, and proactively establish a more productive and happy (work) life.

Content & Methods

Time Management: Background & Definition

- Introduction to time management
- (Individual) goals of time management (training)
- Psychological, sociological, and economic factors in time management

Time Management: Tools & Practices

- Preparation and goal-setting before working hours
- Attention, focus, and time management during working hours
- Time saving and detachment strategies after working hours

The main goal of the workshop is to empower participants to transfer this knowledge to their daily (work) life. This workshop will switch between (introductions to and discussion of) theoretical blocks and (introductions to and discussion of) time management exercises. We will learn and discuss state-of-the-art time management techniques and evidence-based applications of time management methods. Some hands-on exercises are designed as small group practices. After the workshop, participants can discuss individual time management questions with the instructor.

Target Group & Course Language

Target audience: doctoral students (candidates) and postdocs at the GGS.

Prerequisites: None

Course Language: German (English if required).

Requirements for ECTS credits

- Participating in the pre-workshop survey
- Active participation during the workshop
- Performing and discussing (group) exercises

About the instructor

Roman Briker is a post-doctoral researcher at the Department of Organization & Human Resource Management at the Justus-Liebig-University Giessen. His research focuses on the role of time in organizational processes and social interactions.

Registration

By **October 11, 2019** via e-mail at info@ggs.uni-giessen.de.