

## How to do your PhD successfully (for new and advanced PhD-students)

**Date:** Friday, November 21, 9:30 am – 5:30 pm | **Venue:** Goethestraße 58, Room 201 (2<sup>nd</sup> floor)

In Germany, 30-50 % of all PhD-students do not finish their doctoral theses. There are many reasons for that, e.g. poor time and self-management, miscommunication with your supervisor or not balancing your work and free time properly. We will tackle many challenges you might come across on your way to your degree and provide you with methods and strategies for a less stressful study experience. In this workshop, you will learn how to focus on finishing your PhD, right from the beginning.

### Topics to be covered:

- Time and self-management: how to set and define goals and methods to stick to them
- Multi-tasking: research, publishing, guiding MA-students - how to do it all
- How to motivate yourself and how to deal with demotivation
- How to structure work and the writing processes
- How to interact and work with your supervisor
- Administrative Business: do not lose sight of formal procedures like “acceptance as a PhD-student”
- Dos and Don'ts for PhD-students

**Lecturer:** Dr Matthias Schwarzkopf works as a coach and trainer for scientists. He counsels PhD-students, Postdocs and Professors in their career. He has been responsible for the process of appointing professors at Jena University and has been head of *LehreLernen* – the training of teachers in higher education. He is co-founder of *karriereberatung-akademiker.de*.

**Fee:** 10 EUR (Please note, the fee has to be paid in advance upon registration.)

Please register until **Wednesday, November 15** at the Akademisches Auslandsamt (International Office) during the office hours (Mo + Wed 10 am-12 pm) in Room 21, Goethestr. 58.

**Please note: the registration for this workshop is binding!**