

## How to become a more efficient researcher

**Length:** 1 day (9 am - 5 pm)

**Number of participants:** max 20

**Trainer:** 1

**Course language:** English

# COURSE INFO

### Course content:

This one-day course trains participants to substantially improve their self-organisation and efficiency as researcher. After taking this course, participants achieve higher productivity and greater satisfaction with their academic tasks. Participants learn to identify these areas of their own work which have greatest meaning for them. Participants also learn how they can cope with high time pressure but still can free time for dealing with strategic tasks. The course teaches to make conscious decisions regarding how to spend time, how to achieve efficient working habits, and how to manage professional and personal goals to achieve better time management and work-life balance.

### The course covers the following topics:

1. What are your personal goals?
2. What are your current working patterns?
3. How to get an overview on all your tasks & duties?
4. How to set the right priorities?
5. How to organise your time?
6. How to cope with e-mail overflow?
7. When & how to say 'no'?
8. How to improve your work/life balance?

**Course concept:** The course includes a combination of lectures, exercises, and questions and discussion rounds. We survey the participants' specific training needs prior to the course to provide relevant course input. Contents, exercises and examples will then as far as possible be adjusted to the subject-specific requirements of the participants. During the course, participants analyse and reflect on their own working patterns and habits as well as their personal goals. The course offers ample room for addressing individual questions on the various aspects of the course topic.

### Course benefits:

**Work on own time schedule:** At the end of the course, participants have analysed how they are spending their time during work days. They received checklists and guidelines to support them in achieving better work habits.

**Course documentation:** All learning steps and aims are documented in a detailed handbook in English (approx. 40 pages) in order to increase learning progress and study of the course subject beyond the training. Every participant receives one handbook.

