

Time Management Workshop for Researchers ***'How to manage your time as a researcher'***

Overview: This half-day time management workshop addresses the reality that researchers must develop effective working habits to succeed in the highly competitive academic environment. At the same time, achieving a healthy balance between work and their personal lives is essential.

The training provides practical strategies and tools to increase researchers' productivity by helping them recognise their chief time management challenges and develop solutions. It tackles common issues such as prioritising constructively, making time for research and writing, managing interruptions and effectively running multiple projects at the same time.

Workshop aims: The highly interactive session is designed to deliver clear results for participants. During the workshop researchers prioritise their own time management challenges and goals, and develop a personalised and practical plan to address them.

In brief:

Workshop summary	Time management workshop for researchers focusing participants on their own time management challenges and personalised solutions
Target audience	<ul style="list-style-type: none"> • Researchers at all stages, from PhD candidates to senior staff. It is particularly useful for those who are adding management, administration, supervision and funding responsibilities to their research commitments
Format	<ul style="list-style-type: none"> • The highly interactive format involves short presentations, individual exercises, small 'breakout'-style discussions and Q&A sessions • The event is capped at 25 participants to allow for optimal engagement
Mode of delivery	Delivered virtually via Zoom, or in person where feasible, on application
Duration	Half-day: 3 hours core + 0.5hr voluntary Q&A sessions
Core content summary	Presentations, exercises and group discussions around the following topics: Part 1. Spring-clean your current schedule: strategies and tools for improving work habits and tackling 'time-thief' challenges. Part 2. Planning, and implementing plans to optimise time management and increase personal productivity
Extra services	<ul style="list-style-type: none"> • Creation of a workshop-specific web-page for course-related resources, including an extensive workbook and access to the presentation slides • Pre-event survey (anonymous) of participants' issues and needs on the topic • Feedback survey (anonymous, in collaboration with the client organisation)
Workshop pricing	Please contact the head trainer Dr. Kerstin Fritsches to discuss your requirements and pricing

Recent workshop feedback	Average score: 8.7 (71 feedback responses), based on the question, 'On a scale of 1-10, how likely would you be to recommend this workshop to a friend or colleague?'. For testimonials see below.
---------------------------------	---

Testimonials from recent time management workshops for researchers held for European and Australian institutions

- *“The workshop addressed a lot of the time management challenges faced by researchers and provided several suggestions and tools that can help us get better at managing our time more effectively. It was a good mix of lecture and practical tasks.”*
- *“I think the tools and strategies that were discussed would be very useful for anyone working in the academia. It's often difficult to think about your goals in concrete and strategic ways in your everyday worklife, so it's very useful to get the opportunity (and the tools) to formulate them in those terms.”*
- *“I think it is a good catalyst for sitting down with yourself to engage in both an empathetic and realistic exploration of what your goals and motivations are, and what is achievable in the time frames and structures you are working within. It also is a good chance to observe that your situation is not particularly unique among the spectrum of academia, where there are a lot of shared similarities between academics of all backgrounds and career stages.”*
- *“The activities provided have helped me to crystallise some of the strategies introduced during the seminar. The sharing by other participants are also helpful as I may not have thought of those strategies to use.”*
- *“Very useful information. Relevant to academic researchers but also to people who are in management positions.”*
- *“Gives a good, dedicated space to think about habits and set goals.”*
- *“Very practical and invited a lot of reflection and concrete action plans.”*
- *“...Discusses relevant issues and offers concrete and applicable advice on how to improve time management. Most importantly, it is interactive and enables you to identify some most important drawbacks in your own time management setup.”*
- *“Active session, felt engaged and interested throughout, doable tips are given, very helpful to immediately start working on own goals.”*
- *“The workshop guides us through our own goals, how to think about our priorities and how to take action. I liked the practical aspect of it. At the end of the workshop I had my own plan, and that was an accomplishment!”*

About the facilitator, Dr Kerstin Fritsches and PostdocTraining

Kerstin is a former research fellow who spent the majority of her 12-year research career on grant funding, with first-hand experience of the challenges facing early career researchers and a strong track record in postdoc affairs and career development.

A lack of effective career training for PhDs led Kerstin to found PostdocTraining in 2011, to bridge a gap in professional development by delivering support tailored specifically for PhD candidates, postdocs and other early career researchers.

PostdocTraining delivers career development support in the form of online training and workshops for researchers worldwide and Kerstin has become a sought-after workshop facilitator on topics such as career planning, time management and research leadership, both in Europe and Australia.