

PRBB Intervals Course Proposal

Course Title: Time management in science: how to stop procrastinating and get the things done

Proposed date(s) 3rd and 4th July 2023

Course Language

English

Course Leader(s) and very brief summary of relevant qualifications and experience (no more than 2 lines for each trainer)

Roni Wright is an experienced postdoc, teacher and trainer, providing university classes and courses for scientists on oral presentation skills, career development and time management.

Rationale for course (why is this course of interest for the PRBB staff?)

In this course we will address three main aspects; Understanding poor time management and the consequences for work performance, the barriers we face in time management and finally give the skills tips and tools to improve giving participants a take home personal action plan will not only improve work performance but also help to reduce feelings of stress and being overwhelmed.

Course aim – general

1. Understanding the importance of time management and the consequences of poor time management.
2. Focus on the barriers that we face day in day out; workload, interruptions, procrastination and bad habits from a general and personal angle.
3. Give you the tools and skills required to organise and prioritise more effectively depending on each participant's specific rhythms and needs.

Specific learning outcomes (what new skills, knowledge &/or attitudes will participants take away from the course?)

- Personal assessment of your own strengths and weaknesses with regards to time management.
- Understanding your own circadian rhythms and how they affect your performance, how to use this knowledge to be more productive.
- Consequences of poor time management from supervisor, personal and mental health perspective.
- Barriers we face; Bad habits, procrastination, disruptions and interruptions, poor communication, flow and focus, multitasking.
- Skills, tips and tools: Examples of organising, scheduling and goal setting tools, software, apps and online tools.
- Personal Action Plan; personal assessment, working with your own rhythm, improvements, strategy and take-home action plan.

Course contents (outline of topics to be covered)

- Understanding poor time management and the consequences for work performance
- Barriers we face in time management
- Give skills tips and tools to improve

Training methods

In person course

Presentations by trainer

Group discussions

Online interactive questionnaires, quizzes and games

Hands on training in time management strategies including Eisenhower matrices, delegation skills.

Target group in PRBB (Senior scientists, postdocs, predocs, management/admin staff, all residents)

Postdocs/Predocs/technicians/ core facility personnel/administration staff

Number of participants (maximum) 12

Total course hours (Please specify: direct training with instructor present and required self-study)

Note: only the direct training hours will be included in the post-course certificate.

Number of hours of class time: 8

Number of hours of self-study: 0

Total number of course hours: 8

Distribution of course (hours/days)

Two 4-h sessions

Pre-course preparation and and self-study expected between sessions (what preparation should participants do before the course and/or in between sessions – reading, online study, prepare ideas etc?)

Participants will have to complete a questionnaire regarding specific time management issues and problems before the course.

Material participants need to bring (laptops, etc...)

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Relevant background reading/ audiovisual/websites or other materials

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