

Topic of the month:

Self and Time Management or How to organise yourself and thus reduce your stress level

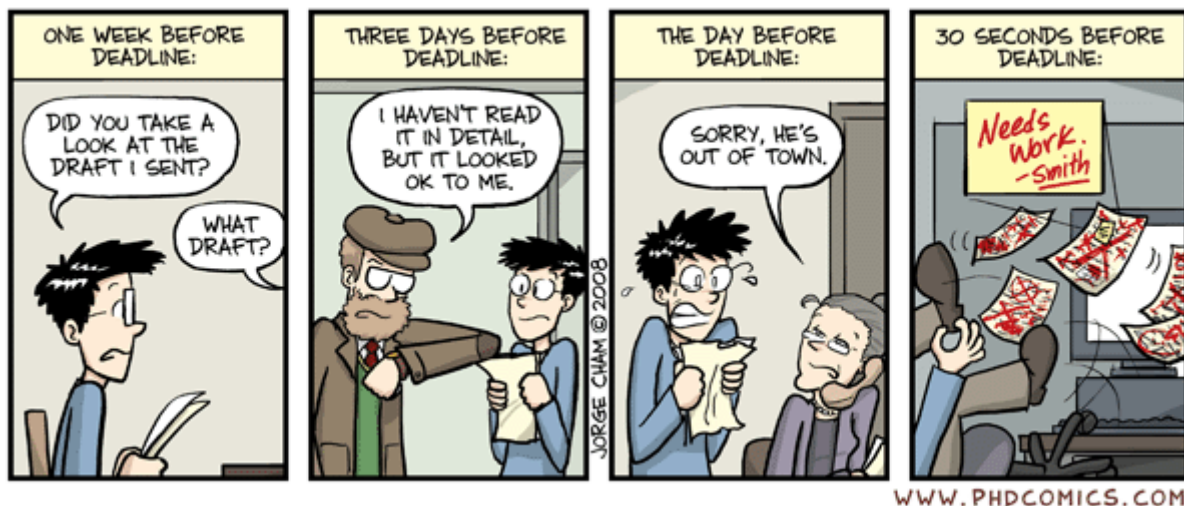
13 September 2019

13.00 – 14.30

MARUM I, room 2060

As a PhD student, you have to juggle many different tasks. Literature review, sampling, applying for grants, paperwork, meetings, writing reports, preparing presentations, and paper writing to name just some of them. Besides the research, you may have social commitments and personal interests. It is quite a challenge to balance all these tasks and make them fit into a given period of a PhD term.

In this seminar we will share and discuss useful strategies to manage all your tasks, keep track of your different projects and stay healthy and happy at the same time.



The Moderator of this seminar will be **Christina Klose** who has many years of experience in project and time management in science and science management. Tina's time management skills were first challenged in her PhD term during which she had two children. Following her PhD, Tina was assistant project manager of a large EU project. In the past 9 years she has worked as a coordinator of the GLOMAR graduate school and later as a manager of the entire early career researcher programme at MARUM and the MARUM alumni network. Keeping track of many different bigger and smaller tasks are part of her daily routine and she can give many useful hints on how to organise a busy schedule without losing track.