

Topic of the month:

**Tips, tricks and tools –
Sharing strategies how to organise your PhD project work**

28 August 2020

13.00 – 14.30

Online via Zoom

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.



Topics include:

- **Authorea** (an online collaborative writing tool) – *Karla Rubio Sandoval*
- **Jupyter Notebooks**; an own **Nextcloud server** – *Nikolas Römer-Stange*
- **Rescue timer** (tracks the own activities on the PC, allows to check for time wasters), **micro-app** (a whiteboard app that is very good for mind mapping) – *Serra Örey*
- **Communication with the supervisor** – *all*

Participants can also bring in topics spontaneously!