

**Joint Course Programme**

EUROPROX European Graduate College Proxies in Earth History

GLOMAR Bremen International Graduate School for Marine Sciences

MARUM Excellence cluster "The Ocean in the Earth System"

NEBROC Netherlands Bremen Oceanography Cooperation

NSG Netherlands Research School for Sedimentary Geology

POLMAR Helmholtz Graduate School for Polar and Marine Research

**1-2 February 2011 and 20 April 2011****MARUM, Bremen**

MARUM/GLOMAR course:

**Time Management & Work Organization**Dipl.-Ing. Frank Fischer  
fischer & friends**Content**

- Finding out how you really spend your time - Activity Logs.
- Manage time. Get things done - Beating Procrastination.
- Tackling the right tasks first - Prioritized To Do Lists.
- Deciding your personal priorities - Personal Goal Setting.
- Planning to make the best use of your time - Effective Scheduling.
- Discover the tools that can help you - How good is Your Time Management?

(see next page for a detailed course description)

**Location**MARUM, University of Bremen, 28359 Bremen, Germany  
Room 2070**Time**

9:00 – 17:00

**To subscribe**Please send an email to Christina Klose ([ecolmas@uni-bremen.de](mailto:ecolmas@uni-bremen.de)) Please give your name, status (e. g. PhD student), institute/university and department or faculty.

## TIME MANAGEMENT & WORK ORGANIZATION

### Work Smarter - Take Control of Your Workload.

Personal time management skills are essential skills for effective people. People who use these techniques routinely are the highest achievers in all walks of life, from studies to business to sport to public service. If you use these skills well, then you will be able to “function” exceptionally well, even under intense pressure.

What's more, as you master these skills, you'll find that you take control of your workload, and say goodbye to the often intense stress of work overload.

At the heart of time management is an important shift in focus:

#### ***Concentrate on results, not on being busy***

Many people spend their days in a frenzy of activity, but achieve very little, because they're not concentrating their effort on the things that matter the most.

This is neatly summed up in the Pareto Principle, or the '80:20 Rule'. This says that typically 80% of unfocussed effort generates only 20% of results. This means that *the remaining 80% of results are achieved with only 20% of the effort*. While the ratio is not always 80:20, this broad pattern of a small proportion of activity generating non-scalar returns recurs so frequently that it is the norm in many situations.

By applying the time management tips and skills in this course you can optimize your effort to ensure that you concentrate as much of your time and energy as possible on the high payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you.

Here you get an overview of the most important chapters we will focus on in the course:

- *Finding out how you really spend your time - Activity Logs.*
- *Manage time. Get things done - Beating Procrastination.*

The chapters on *Activity Logs* and *Beating Procrastination* help you quickly eliminate the most common time-wasters of your daily workload.

- *Tackling the right tasks first - Prioritized To Do Lists.*

When we go on to Action Plans and Prioritized To Do Lists we teach simple techniques helping you focus on the most important short-term activities.

- *Deciding your personal priorities - Personal Goal Setting.*
- *Planning to make the best use of your time - Effective Scheduling.*

We then move onto the really powerful and life-changing technique of *goal setting*, and then look at the important, well-known, and usually-neglected technique of *scheduling*, which is fundamentally important if you're going to take control of your workload.

- *Discover the tools that can help you - How good is Your Time Management?*

In this section, we continue with simple and practical techniques, so that you can get off to a quick start in taking control of your time.