Program for HERD Summer School 2018

Project- & time management in Academia

Location: Lyngby Vandrehjem, Raadvad 1, 2800 Lyngby

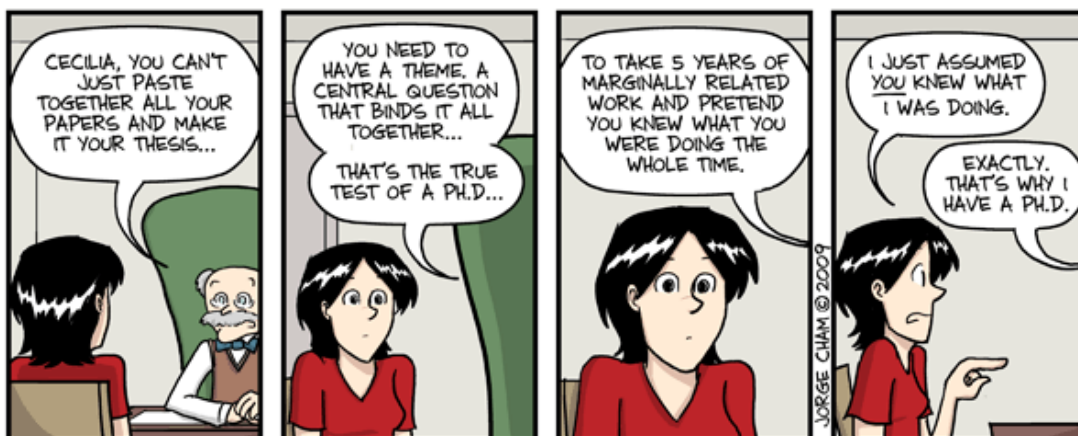### Monday the 20th of August

9:00-9:10	Arrival
9:10-9:45	Welcome and introduction of everyone
10:00-12:30	Project management in academia

- Basics of project management:
  From design to completion of a project
- It is all about direction:
  Setting objectives for my projects

12:30-13:30	Lunch
13:30-18:00	Project management in academia

- How to handle the unforeseen:
  Strategies for dealing with difficulties
- Projects in the higher education sector:
  What are the idiosyncrasies of academia?
- Strengthen you strengths!
  How can I exploit the strengths of my project?
- Stakeholder analysis:
  Where do I find support for my project?
- Projects management:
  Tools and more – the main contests and methods

18:00-19:00	Dinner
19:00-	Social event: "Hygge" and maybe homework

Tuesday the 21st of August

8:00-9:00	Breakfast
9:00-12:30	Time management in academia

- Basics of time management:
  Setting goals and priorities
- Would'ave, could'ave, should'ave:
  Disturbances & time-wasters – both self-inflicted & caused by others
- Important or urgent:
  My projects in the Eisenhower diagram

12:30-13:30	Lunch

Tuesday the 21st of August (continued)

13:00-16:00   Time management in academia
- Efficiency versus effectiveness:
  The subtle difference
- Structuring your time:
  My planning horizon
- Self-management:
  Tips and tricks which really work
- Time management:
  Tools and more – the main contents and methods

Projects & time management in academia
- My next steps:
  What are my plans for the near future?

17:30-?   Horseback riding at the Animal Gardens

Wednesday the 22nd of August

8:00-9:00   Breakfast
9:00-10:00   Funding applications for the Independent Research Fund Denmark
10:00-12:00   Funding applications 1-0-1 and How to Improve Your CV
12:00-13:00   Lunch
13:00-15:00   Evaluation and reflection