## Program for HERD Summer School 2018

## Project- & time management in Academia

Location: Lyngby Vandrehjem, Raadvad 1, 2800 Lyngby

### Monday the 20th of August

Arrival 9:00-9:10

Welcome and introduction of everyone 9:10-9:45

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

Lunch 12:30-13:30

Project management in academia 13:30-18:00

> 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

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

#### Tuesday the 21<sup>st</sup> 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













STEP 1: MAKE A LIST OF ALL THE THINGS YOU HAVE TO DO.



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#### Tuesday the 21<sup>st</sup> 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?

Horseback riding at the Animal Gardens 17:30-?

### Wednesday the 22<sup>nd</sup> of August

8:00-9:00 **Breakfast** 

Funding applications for the Independent Research Fund Denmark 9:00-10:00

Funding applications 1-0-1 and How to Improve Your CV 10:00-12:00

Lunch 12:00-13:00

**Evaluation and reflection** 13:00-15:00

### WHAT YOU THOUGHT YOU'D GET DONE THE NEXT DAY WHEN YOU WENT TO SLEEP THE NIGHT BEFORE:

8:00am GET UP EARLY, WORK OUT.

HAVE A FULL BREAKFAST. 9:00am

GET TO WORK ON TIME.

9:30am

RESPOND TO BACKLOG OF E-MAILS, FINISH READING PAPERS

WORK ON THESIS PROJECT 10:00am

12:00pm LUNCH

HAVE A HAPPY AND 1:00pm PRODUCTIVE LIFE.

WHAT ACTUALLY HAPPENED: 9:00am SNOOZE BUTTON 9:30am THREE 10:00am WoRK 12:00pm LUNCH

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