

# Time management

Length :	2 days
Venue :	Your facilities/Online
Calendar :	TBA
Group size :	5 to 15 persons
Target audience :	Ph.D. students, administrative staff
Trainers :	Marine Pansu, Laurence Moss, Aneline Dolet

Effective time management, whether in a thesis project or in a professional situation, is essential for the smooth running of the project as well as for personal well-being. Cascading disorganization generates procrastination, stress and can lead to burn-out. This course provides a range of organizational tools that trainees can adapt to their own needs.

## Overall pedagogical objective

Create your own time management system adapted to your needs.

## Specific pedagogical objectives

- Identify time management practices
- Apply organizational principles
- Draw up a personal assessment
- Develop your own time management system adapted to your needs and taking into account the 5 organization principles

## Teaching method

- Analysis of needs to respond specifically to the problems encountered by the group
- Adaptability
- Active, sympathetic listening
- Facilitation of collective intelligence
- Individual and group practical exercises

## Programme

- Collective and personal assessment: time to share difficulties and experiences.
- The 5 principles of organization
- Memory and organization
- Cultural differences in organization
- Efficiency in reading and writing
- Work purpose and objectives
- Long-term/short-term objectives
- Breaking down tasks
- Prioritizing and estimating time
- Planning