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Time & Self-Management for Phds



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„I need more time“





Agenda

- Introduction & backgrounds
- Some examples of techniques and tools
- Exercise
- Tips and more



Planning...

...from top to bottom

... from important goals and tasks
to small tasks

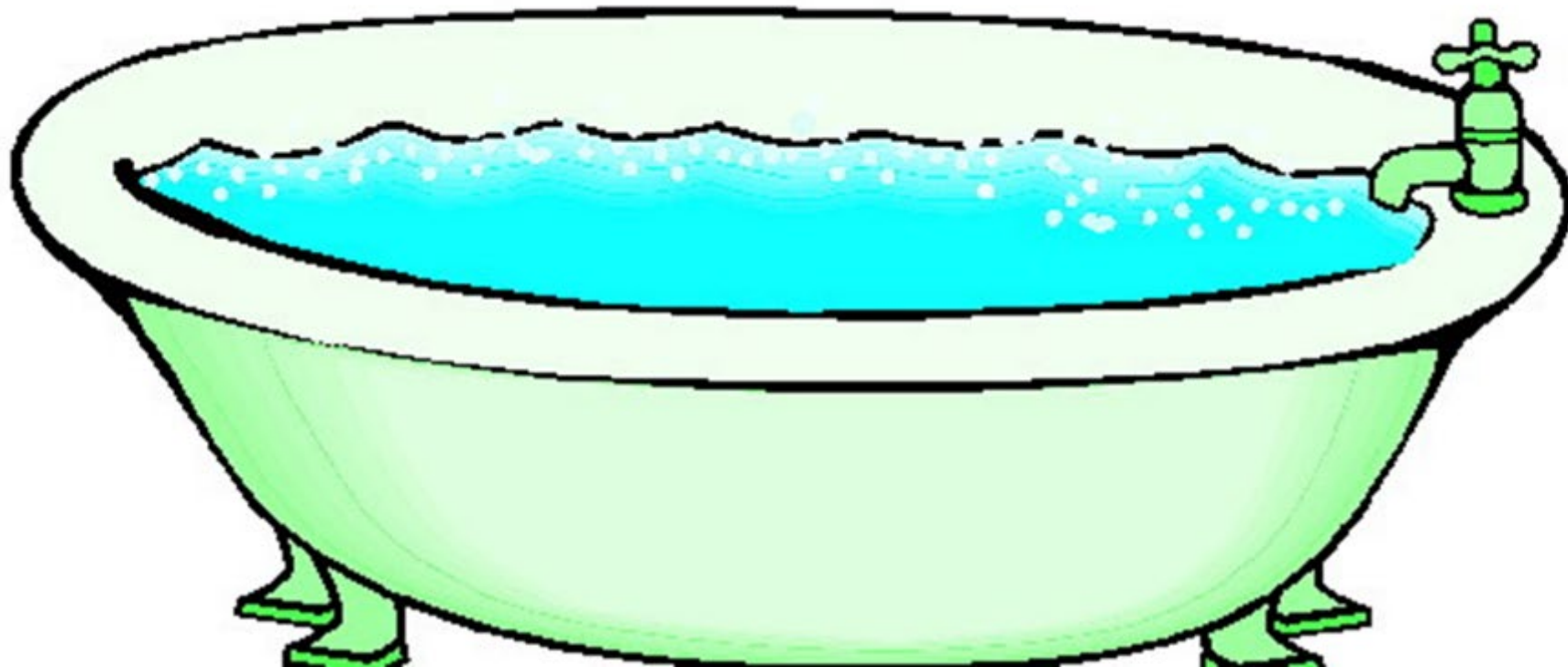
... from large time horizon to small time horizon

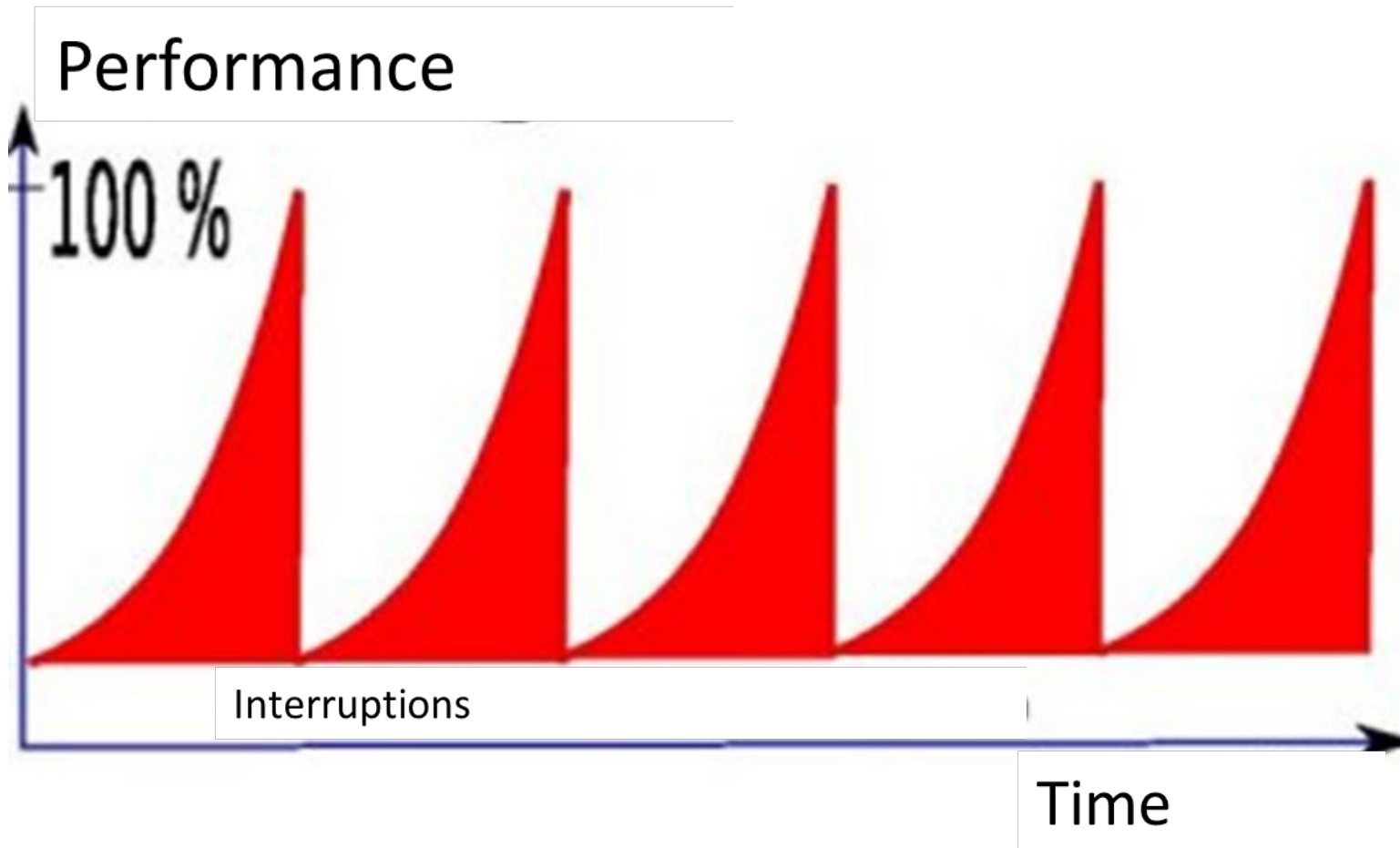
... from your dissertation to your daily work





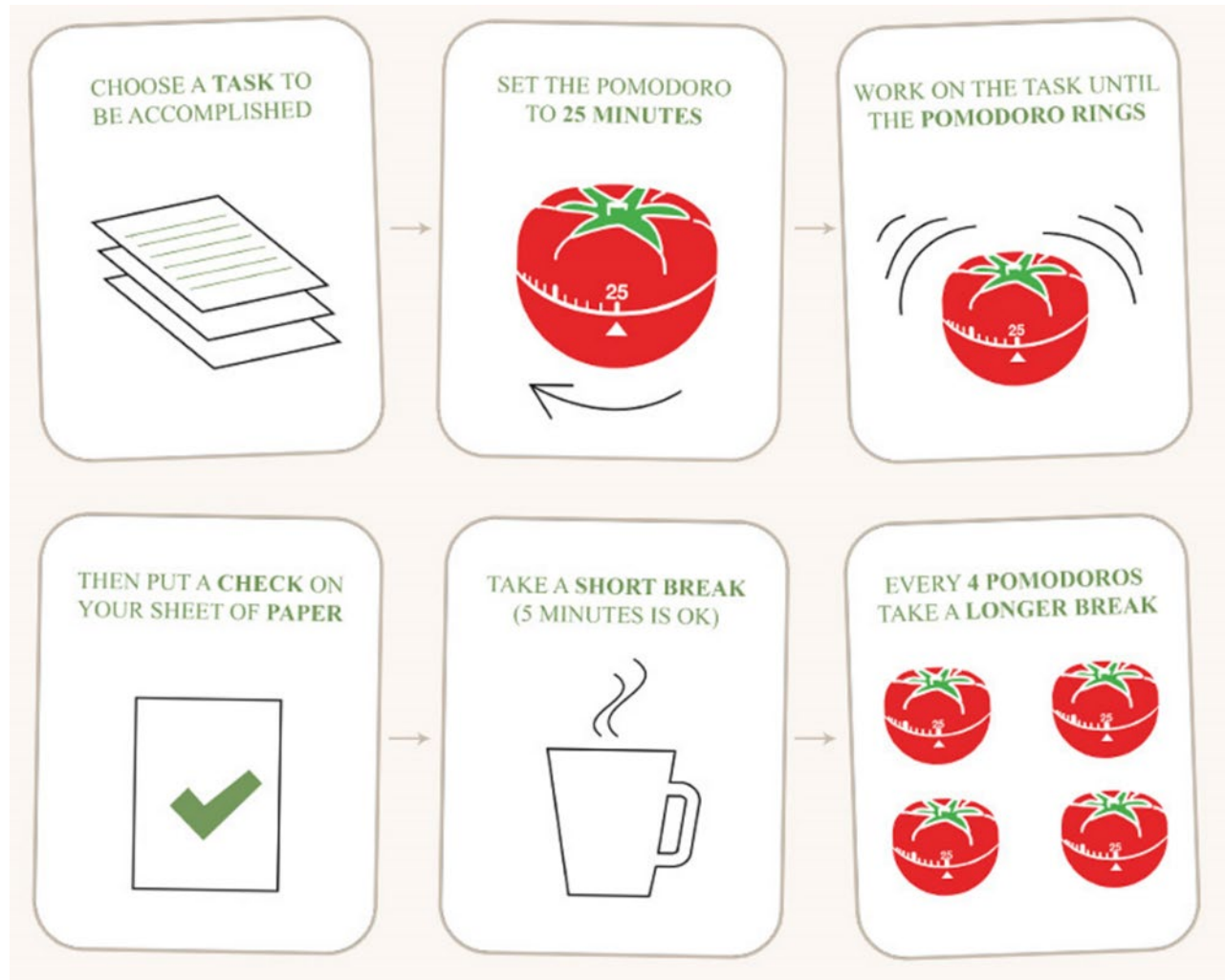
Bath tub-principle







<http://pomodorotechnique.com>



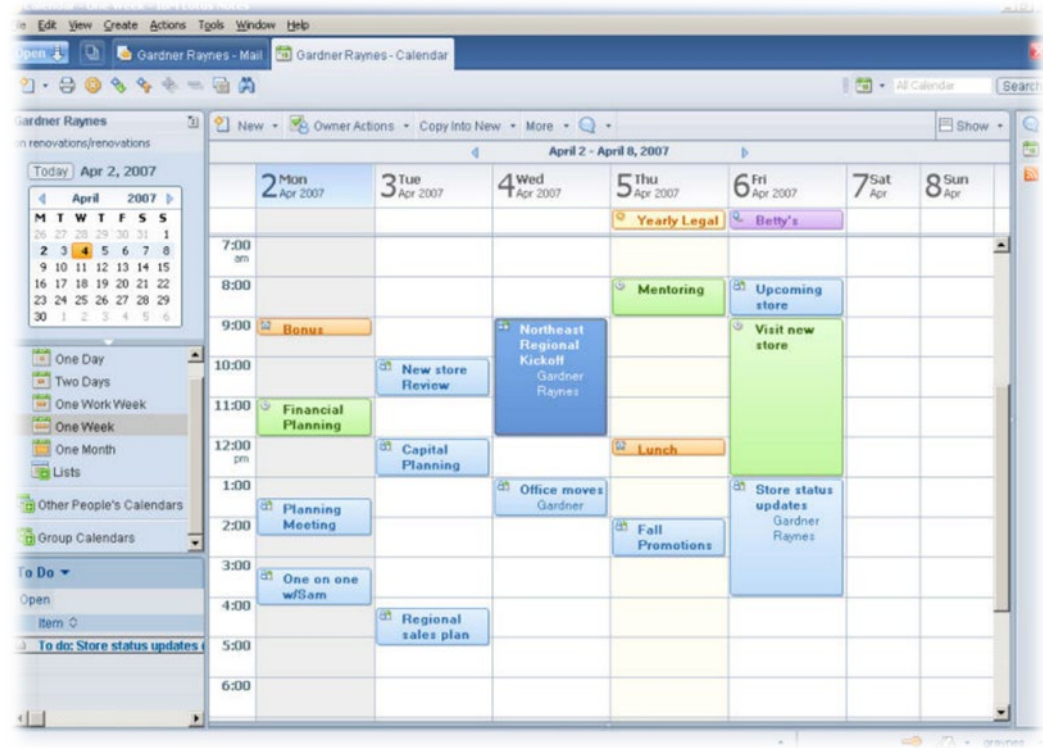


How **Time** (and tasks) can be **Managed**

- Table – method
- Getting Things Done
- Organising without lists
- Eisenhower Matrix



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Write down all appointments,
activities, tasks, etc.

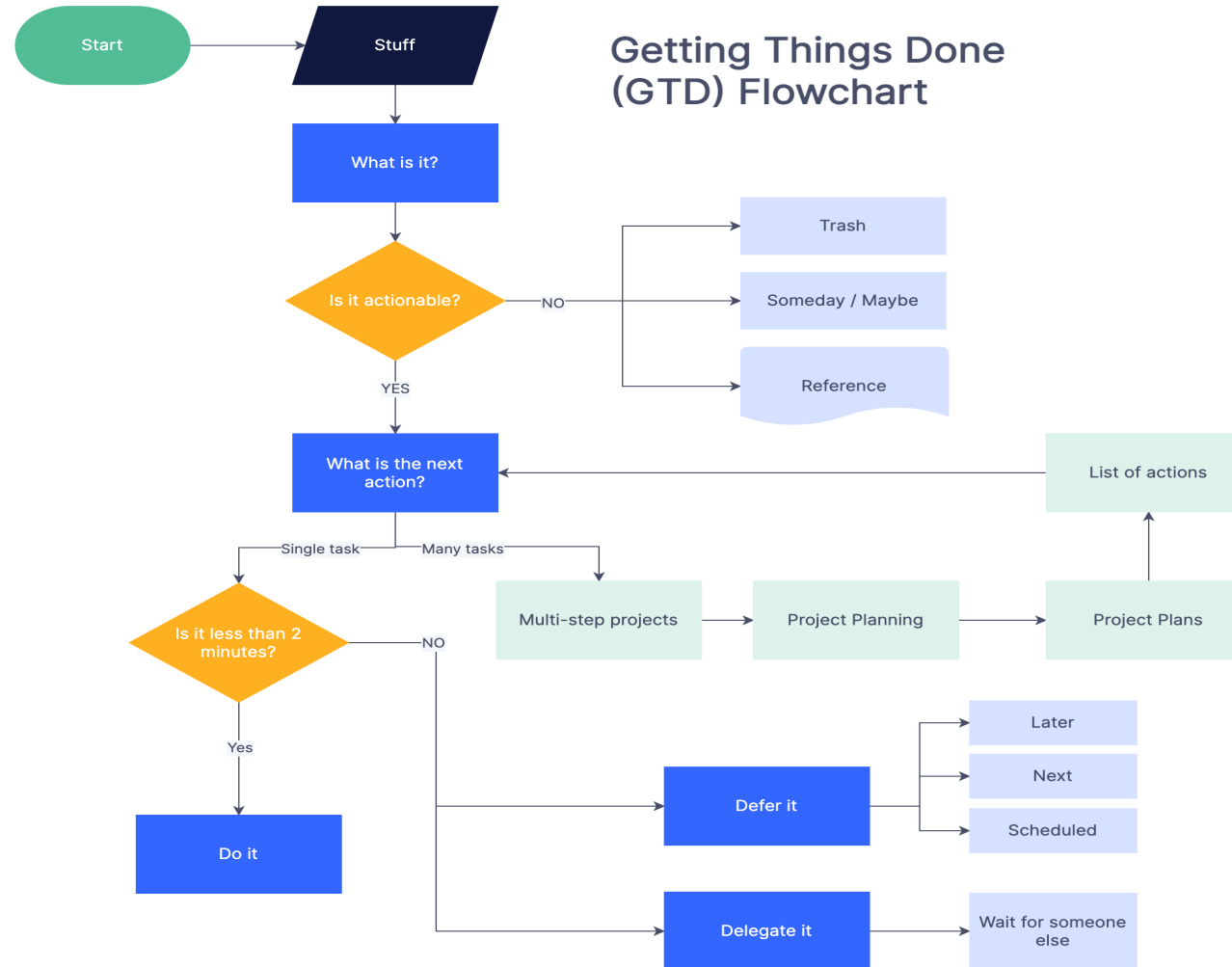


Table-method

AGENDA	DEADLINE	TO DO / TO BEAR IN MIND	TIME EXPOSURE	DATE
Writing article	04.04.2016	Research Structure Writing Revise	1 week 16 hours 1 month 24 days	Week 3 Week 5 Week 5 – 8 Week 9
Buying printer	At soonest	Obtain offers Make decision
Vacation	01.07.2016 – 09.07.2016	Visa Vaccination
Organise conference XY	02.03.2016	Find speakers Obtain offers for location Print posters Meeting with catering



Getting Things Done





Organising without lists

Teaching & Workshops

- Prepare presentation
- Prepare handouts

Sport

- Running
- Jogging
- Yoga

Activities for
Wednesday,
23rd February

Chapter 2 of diss.

- Literature research
- Structure
- Writing

- Financial budget
- Read guidelines

EU-Project



Eisenhower Matrix

	URGENT	NOT URGENT
IMPORTANT	I. Crises Pressing problems Trouble shooting Deadline-driven projects	II. Problem prevention Recreation New opportunities Networking
NOT IMPORTANT	III. Interruptions Some phone calls Some mails Some meetings Popular activities	IV. Trivia Some mails Some phone calls Time wasters Pleasure-activities



Exercise - Being Dwight

Reflect your activities of last week

- What you have done or haven't done?
- In which area you spent most of your time?

Draw the matrix on a piece of paper and write down your activities and put them in the different quadrants.





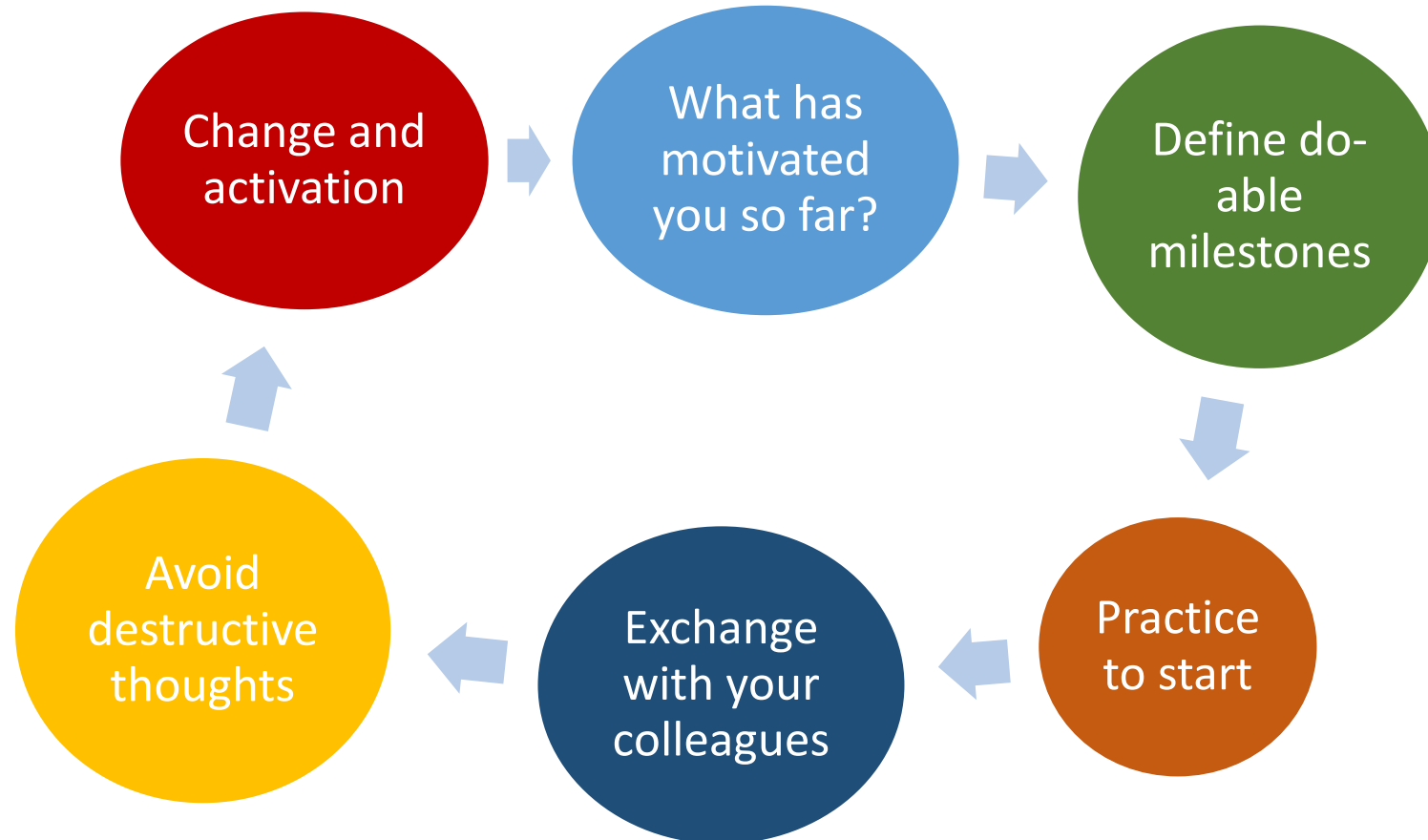
Random but helpful tips



- Make breaks
- Always complete a started activity
- Use your high-performance phase to work on important activities
- Don't take troubles and worries home, leave them at work



6 recommendations to motivate yourself





Mind following time waster





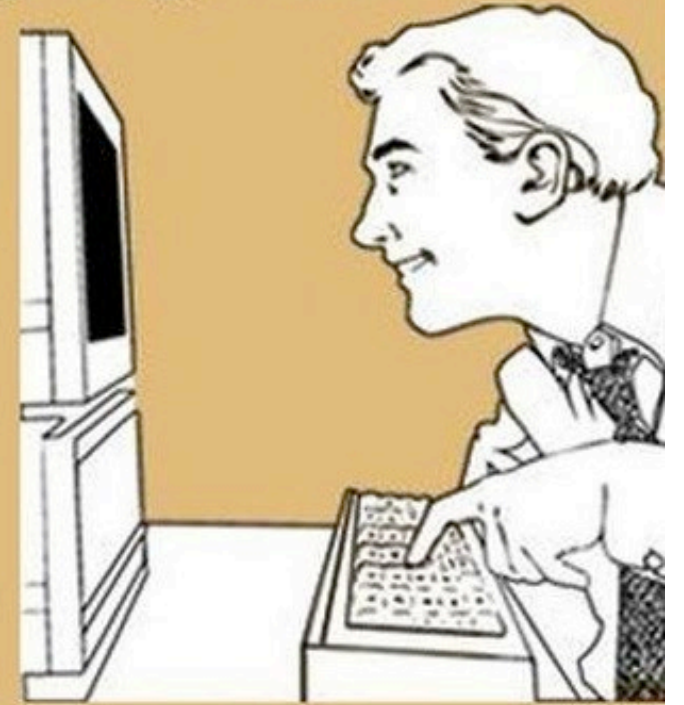
Make yourself aware of procrastination

Set deadlines

Split big tasks

Work according to the 3-2-1 countdown

I'm very busy doing things I don't need to do in order to avoid doing anything I'm actually supposed to be doing.





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**Thank you
for your
Attention!**

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