

Plan and Follow Through: Goal Setting, Time Tracking and Project Management for PhDs

Content

This workshop is designed to empower early career researchers with the practical skills to successfully plan their research. It focuses on three key aspects: goal setting, time tracking, and project management.

Gain clarity and set meaningful goals aligned with your aspirations and research objectives. Learn proven time management strategies to optimize productivity and create a realistic schedule. Develop project management skills to break down complex tasks, stay organized, and meet deadlines.

We will cover:

- The research behind goal setting, effective planning and following through,
- A unified organization method for the short, medium, and long term,
- The difference between goals, projects and tasks,
- Methods for time tracking and time blocking,
- Borrowing from agile project management as a researcher,
- Digital and analogue tools for project and task management.

Participants get to practice their organizational skills through several exercises during the workshop. You will leave with a rough *personal research plan* for the next quarter that you can polish on your own later. Join us to gain the skills needed to plan and achieve your research goals.

Learning Outcomes

By the end of the course, you will be able to:

- Set goals that are aligned with your motivations and research objectives,
- Get a realistic estimate on the time you have available,
- Break down your goals into manageable projects and tasks,
- Plan for the next quarter using your preferred tools,
- Keep track of your progress and adjust your plan if necessary,
- Bounce back and pivot when nothing goes according to plan.

Individual Feedback

You will receive group and individual feedback from me on various exercises and any questions you have throughout the workshop. You will also receive feedback and glean insights from peer discussions. Finally, you can come to me at the end of the workshop to discuss your *personal research plan* in more details.

Trainer

Dr. Emma Geoffray, founder of [Grow into your PhD](#).

I have experience in international research (particularly in Switzerland and Germany) in the field of theoretical particle physics. Following my graduation in early 2023, I have conducted successful training programs on the topics of mental health, planning and presentations for researchers. Known for my engaging teaching style and my ability to create an inclusive learning environment, I am dedicated to supporting the academic growth of junior scientists. My goal is to weave together my research background, with my writing skills and years of acting, to deliver high-impact and entertaining workshops.

Target Group

Well-suited for early career researchers (PhDs and postdocs) of all disciplines.

Requirements

Attendees should complete the preliminary assignment and send it to Emma Geoffray 3 weeks prior to the workshop (deadline: Monday, May 1, 2024, 9:00). Beware, the assignment takes at least 2 weeks to complete, so you should start on Monday, April 18, 2024 at the latest. If you do not submit on time, your participation might be cancelled, and your place offered to people on the wait list. For questions and submissions, please email emma@growintoyourphd.com.

Preliminary Assignment

Before the course, I ask you to track your time for two weeks. Please read the handout attached for more details on how to do this. This is an essential step to knowing how much time you truly have available for your research. You will need this data to plan effectively.

Language: English

Number of participants: max. 18

ECTS: 0.5 ECTS

Location: University of Bern, Hochschulstrasse 4 (Main Building), room 104

Dates: Wednesday, May 22, 2024, 8:30 – 12:00 & Wednesday, May 29, 2024, 8:00 – 16:00.