With all the daily stress, you often hear the phrase "I need more time" or "I haven't had the time (yet)." It seems a utopian notion to be able to arrange your available time as you please when faced with so many tasks, interruptions and time traps: courses have to be prepared and assessed, students knock at the door, the phone keeps ringing and important decisions must be made...

In order to effectively deal with the requirements of everyday university life, it is helpful to have efficient time management strategies and consciously apply these when setting your individual goals and priorities. Since using time management techniques requires clarity about your own goals and priorities, the workshop will provide you with the opportunity to sort through your goals and formulate them in an action-oriented way. You can reflect on your personal time management, recognize your attitudes and patterns as well as become acquainted with and try out new time management methods and techniques.

At the end of the first day, concrete agreements will be made as a collaborative training contract in order to ensure the most effective transfer possible. The interim experiences will be systematically addressed during the second appointment.

Guided by: Rémi Denoix, Management Trainer and Coach, Tübingen

Time: Wednesday, 2nd April 2008
Wednesday, 29th October 2008; both dates all day

Place: to be announced