

## **Time management**

Every week has 7 days, 168 hours or 10080 minutes.... a lot of time to do a lot of things! Still, many of us suffer from the feeling of always having too little of it. You might not give it enough thought on how you actually want to spend it and how to distribute it between your career, family, friends and hobbies. These are also no easy questions with answers to be found in a textbook – the “ideal time schedule” is simply too different from one person to the other. During this seminar, we will analyse the individual schedules of the week and provide tools and ideas to optimise your time investment. Furthermore, we will discuss how to balance science and life in different contexts and how to plan your days in a flexible work environment. The aim is not only to work more efficiently and to reduce stress, but also to be more satisfied and successful in your career and your personal life.

### **Coach**

Since 2017, Peter Kronenberg is leading workshops and giving talks for scientists, covering the topics career- and time-management, networking, self-presentation and gender equality. He initiated and coordinates a research project at NaturalScience.Careers, in which he studies new formats for scientific conferences. Peter Kronenberg’s background is in the social sciences. He first studied Liberal Arts and Sciences in Freiburg im Breisgau and Portland, Oregon. Afterwards he completed a Master’s degree in sustainable economics at the Alanus University for Arts and Social Sciences.

### **When and Where**

Friday, 29<sup>th</sup> May 2020; 9:00 am to 5:00 pm; Palmeria, Palmsanlage 3, Erlangen; rooms: Bamberg & Nürnberg

### **Further information**

Participant limit: 12

Course language: English