

## Workshop 3: Time Management and Prioritisation for a Successful Completion

Date: Tue, 24.09.2024, 13:30–17:00 h

Location: online via Zoom

Trainer: Mark Edwards

Max. 12 Participants

### Workshop Description

Time is short, especially at the end of a doctorate. Many things have to be done and prepared and usually against a background of many competing priorities. This workshop contains practical, easy-to-apply principles to help you make critical decisions on what to get done, and what to drop in the later stages of your doctorate or beyond.

Content:

- Daily, weekly, monthly and whole-PhD Plans
- 7 methods of prioritisation
- Planning and focussing on the writing process and the correction phase
- Dismantling practical and psychological barriers to writing
- Getting the best from your supervisor

### Trainer

Mark Edwards began his career by co-founding and operating a successful marketing and graphic design business. Following this, Mark gained more than fifteen years' experience of working at brand management level in blue-chip companies (British Petroleum, GlaxoSmithKline) and as a National Training Manager for a network of over 300 small and medium-sized businesses. Since 2010, Mark has been successfully delivering specialised English courses in Germany in association with Kompetenzia International. Clients include major universities and research institutes in Berlin and all over Germany.