

# Time Management for Scientists

*Relax, get things done and create focus*

Scientists are faced with increasing time pressure. Trying to balance research, supervision, writing, and teaching can be daunting, especially when trying to maintain a healthy balance with your private life.

In this training we help you to organise your work, plan your day/week/month, set priorities, map stress factors and solve periods of overload. There are a lot of methods you can use to make your work and life more effective whilst creating room to breathe! Less stress creates room for creativity, concentration and focus.

A part of time management is assertive cooperation with colleagues, making clear agreements, dividing work, negotiating with colleagues or private partners and saying 'no' to others and saying 'yes' to yourself. We practice such communicative aspects with professional training actors.

## About ElroyCOM Training

Msc. Mark van der Zwan is an industrial design engineer and senior trainer at ElroyCOM Training. ElroyCOM Training was founded in 2005 by Dr. E. Cocheret de la Morinière, and consists of more than 20 excellent and international trainers and training actors. For more information please refer to [www.elroycom.nl](http://www.elroycom.nl).

## Program Time Management for Scientists

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10.00 – 10.30	Introduction by senior ElroyCOM trainer Mark van der Zwan: the Science behind Time Management
10.30 – 11.15	Setting the right priorities: what <i>really</i> needs your attention if <i>everything</i> needs attention?
11.15 – 11.30	Coffee / tea break
11.30 – 12.00	Procrastination, perfectionism, impatience and other time personality traits
12.00 – 12.45	Creating the Perfect Day: minimise stress and maximise your productivity
12.45 – 13.00	Personalised Emergency To Do list: your golden rules when time is running out
13.00 – 14.00	Lunch (provided by ElroyCOM)
	In the afternoon, we practice situations with a professional academic training actor. The situations are based on recurring challenges and on your individual wishes.
14.00 – 14.15	Energizers and preparation of cases
14.15 – 15.15	Showcasing: how to communicate your boundaries
15.15 – 15.30	Break: refreshing drinks
15.30 – 16.15	Negotiating priorities and workload
16.15 – 16.45	Maintaining focus and concentration
16.45 – 17.00	Plenary evaluation