

# Have you seen my life by any chance? How to organize your academic life and establish work-life balance

## Objectives

From the beginning of their careers on, scientists have to structure their everyday work with high levels of self-sufficiency and autonomy. Single tasks typically require long-term commitment and are quite complex – a paper is not written within one day and a careful revision of students' thesis takes often longer than intended. However, external control, for example by supervisors, is usually only exercised when it is already too late. At the same time, distractions are numerous (e.g., short-time interruptions by colleagues and students, or quick escapes to Google and YouTube). Moreover, for academics, the separation between private and professional is often blurry. Many researchers regard their work as an inner calling and are highly motivated to spend large amounts of time on it. Working hours are flexible, workloads are high, and oftentimes “work” wins out over “life”. This seminar invites participants to reflect on their personal priorities and to identify strategies for achieving better work-life balance without sacrificing productivity. In addition, participants learn to structure and control their time, motivation and workflow. The seminar particularly addresses the specific characteristics and requirements of the everyday research environment.

## Time Schedule

*09:00 am*

Welcome & overview

WorkPrivateLifeTypes – Which organization type am I?

(Time)planning needs goals – goal-setting processes in academia

Identification of personal long-term goals

- Goal-means analysis, checking goal achievement
- Planning and prioritization

*10:45 am*

Coffee break

*11:00 am*

Time thieves and disturbers in everyday working life and at home

- What wastes my time and steals my concentration?
- Dealing with disturbances and interruptions
- Dealing with lack of motivation
- Recovering and identification: Diversity is the key

12:00 am

Lunch break

1:00 pm

On your marks, get set, ...academia! – Time planning in everyday work life

- Psychological principles
- Toolkit for a scientist's everyday work life
- Establishing time schedules

2:30 pm

Coffee break

2:45 pm

Developing helpful routines – From discipline to habit

3:15 pm

Have you seen my life by any chance?

- Separating professional and private life
- Family- and work-related goals – incompatible?
- Self-efficacy
- Relaxation and stress management

4:30 pm

Summary & evaluation

### **Trainer**

Dr. Dieta Kuchenbrandt is certified psychologist. She focuses on work psychology and social psychology. She also completed an apprenticeship in management consulting. She works as a trainer and consultant at "schainundkuchenbrandt", Bielefeld.

Time: **Saturday, december 5, 2015 9:00 am to 5:00 pm**

Room: University Hospital Essen, Lehr-Lernzentrum, Virchowstraße  
163a, Room 2.006 (Seminarraum 2, 2. OG)

Language: English