

Doctoral Schools Transferrable Skills Training

Personal Effectiveness

Day 1 : Managing Time



Your trainer

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What is the problem ?



TO DO



TIME



SHORT!

Time is ...

- **Scarce**
- **Democratic**
- **Relative**
- **Just**

Good news & bad news

- The bad news is

that time flies!



- The good news is : **you are the pilot!**

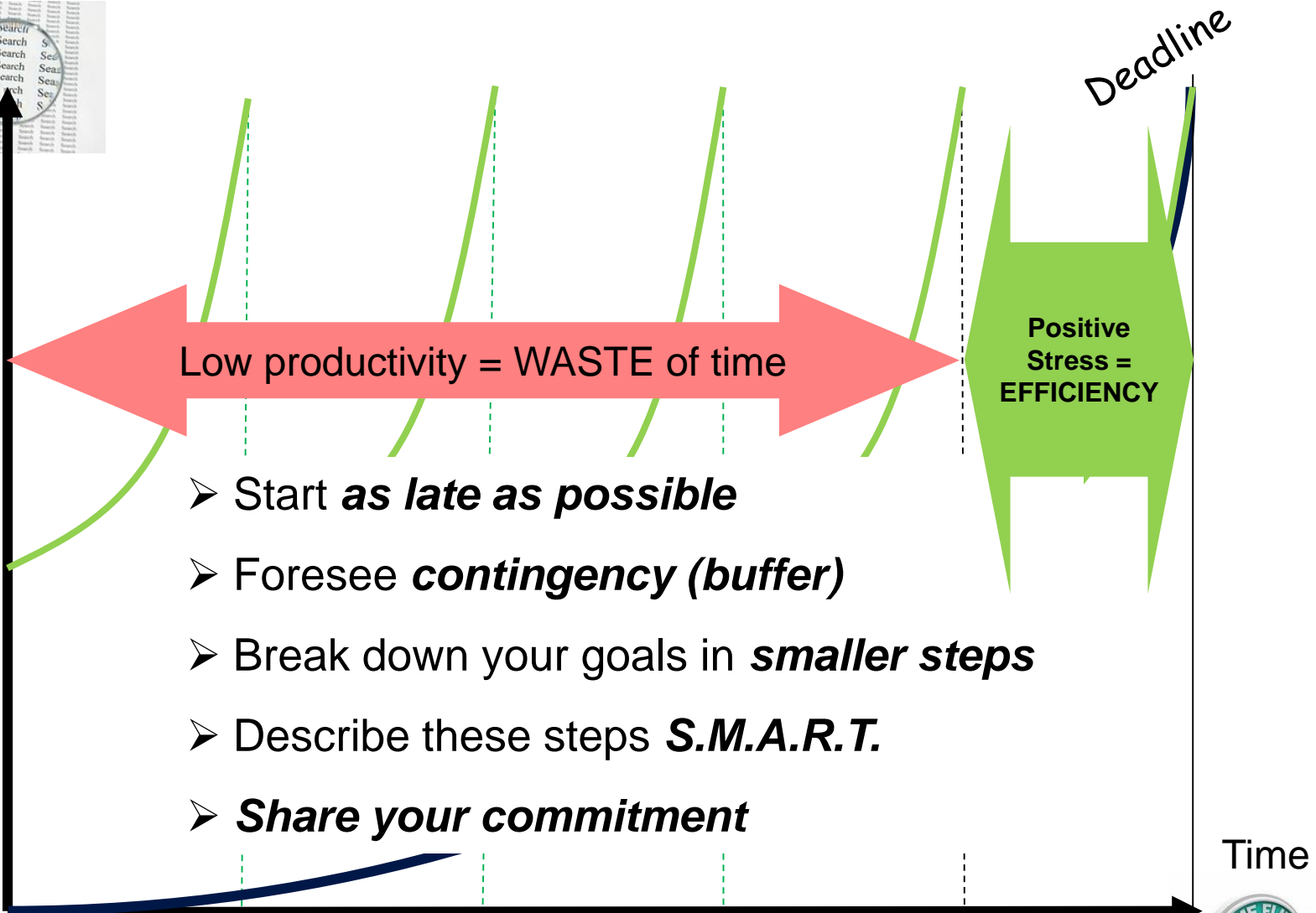
Managing ~~Death~~lines ...



The "Student Syndrome"



Productivity



- Start *as late as possible*
- Foresee *contingency (buffer)*
- Break down your goals in *smaller steps*
- Describe these steps **S.M.A.R.T.**
- **Share your commitment**

Time



Managing deadlines

- Divide long term goals in **minor steps**
- Translate steps into **concrete action**
- Take **step 1** ! (just start !)
- **Follow up** progress regularly
- **Visualize** your timeline



**Your
PhD**

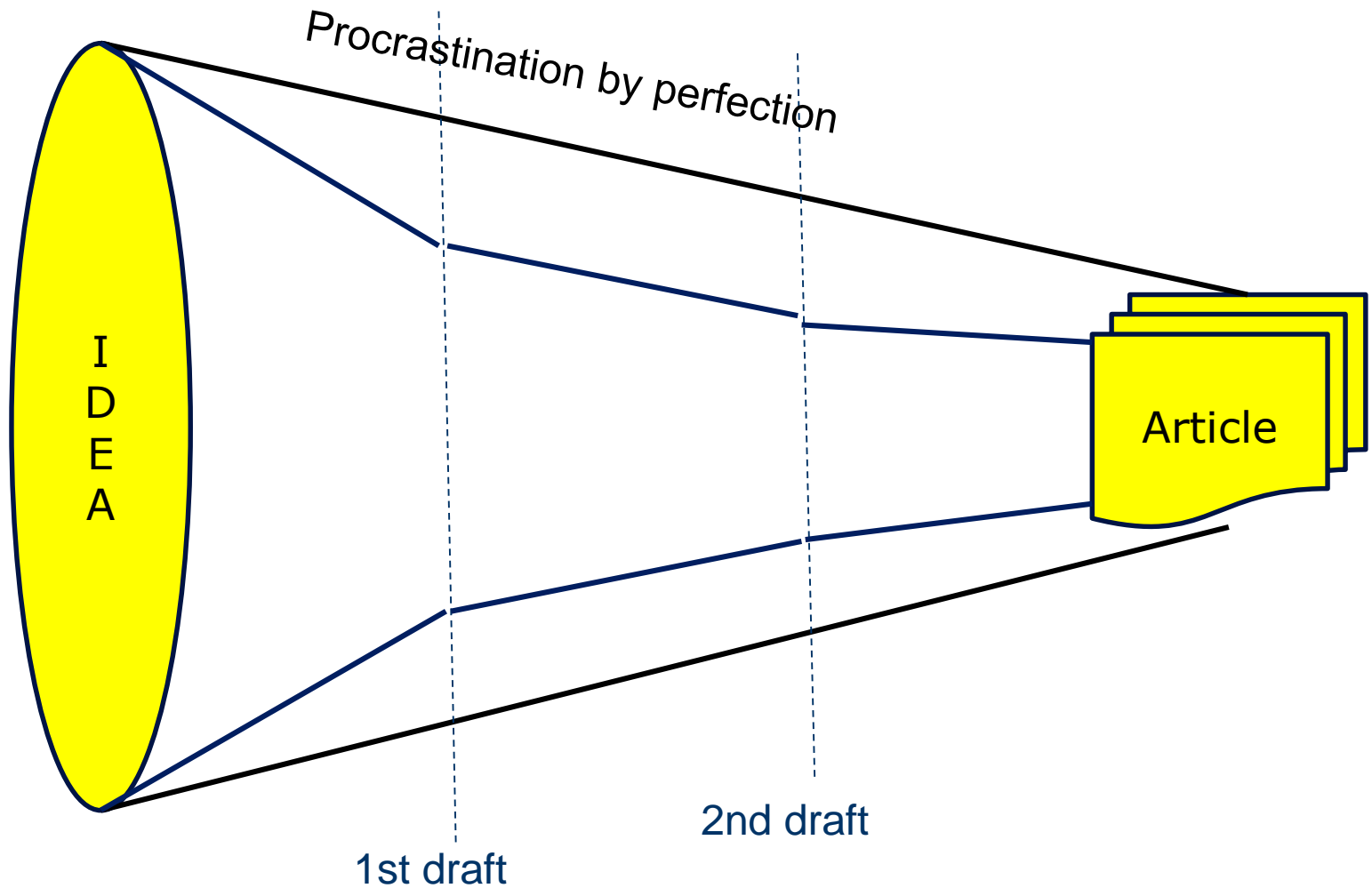


**is on the
dark side
of the moon**

Excellence is a
value.

Perfectionism is
an insecurity.

Procrastination by perfection !



*Make a list of tasks you are
currently procrastinating*

PROCRASTINATION

I'll find a picture for it later.

Understanding procrastination

- Procrastination is not a disease, but a natural side-effect of moving outside of your **comfort zone**.
- Procrastination is a sign that an underlying **fear** is holding you back from making progress and moving forward.
- **Guilt** will lead to lowered self-esteem and motivation which in turn leads to procrastination
- Motivation never "hits" you – motivation comes when you take **action**.

Fighting procrastination

- Ask yourself **compassionate questions** like:
 - What is holding me back ?
 - What do I need (to learn) to move forward ?
 - Where can I start ?
 - What needs to happen for this projects to be complete ?
 - Who can help me ?
- Compassion means: try to understand **without judging** (*no 'blame & shame'*)

Effective change of behaviour?

- Clarify your **competing objectives**
 - What (really) stops you from changing, from doing what you want to do ?
What are you doing instead ???
- **7 strategies** for behavioural change
 - Set yourself a **clear goal**
 - Keep it **small**
 - What is the **first next step** ?
 - Use **social influence**
 - Link it to **routine/rituals**/existing behaviour
 - **Reward** good behaviour
 - **Forgive** yourself but do not give up

The procrastination strategy

- **If you are afraid of imperfection**
 - Clarify the requirements (SMART => what is good enough ?)
 - Beware of overthinking (Worrying = negative imagination !)
- **Start small, start easy, start anywhere**
 - Beware of excuses : work minimum 15' and observe your thinking (= why are you procrastinating ?)
 - Once started, the next steps kind of reveal themselves
- **Keep the momentum**
 - Take action daily(!), no matter how small (min. 15') just to keep your archive brain activated
- **Set up deadlines with deliverables**
 - Commit to report progress, keep the others in the loop
 - Don't get discouraged over a missed due date, just make sure you keep an eye on the deadline.
- **Confide your worries to a priority ToDo-list**
 - Empty your mind by writing things down
 - Is it really necessary? What if you don't do it (yourself/now)?
 - Specify tasks in concrete and actionable steps

*Review your list of things
that you are currently
procrastinating
and ask yourself each time*

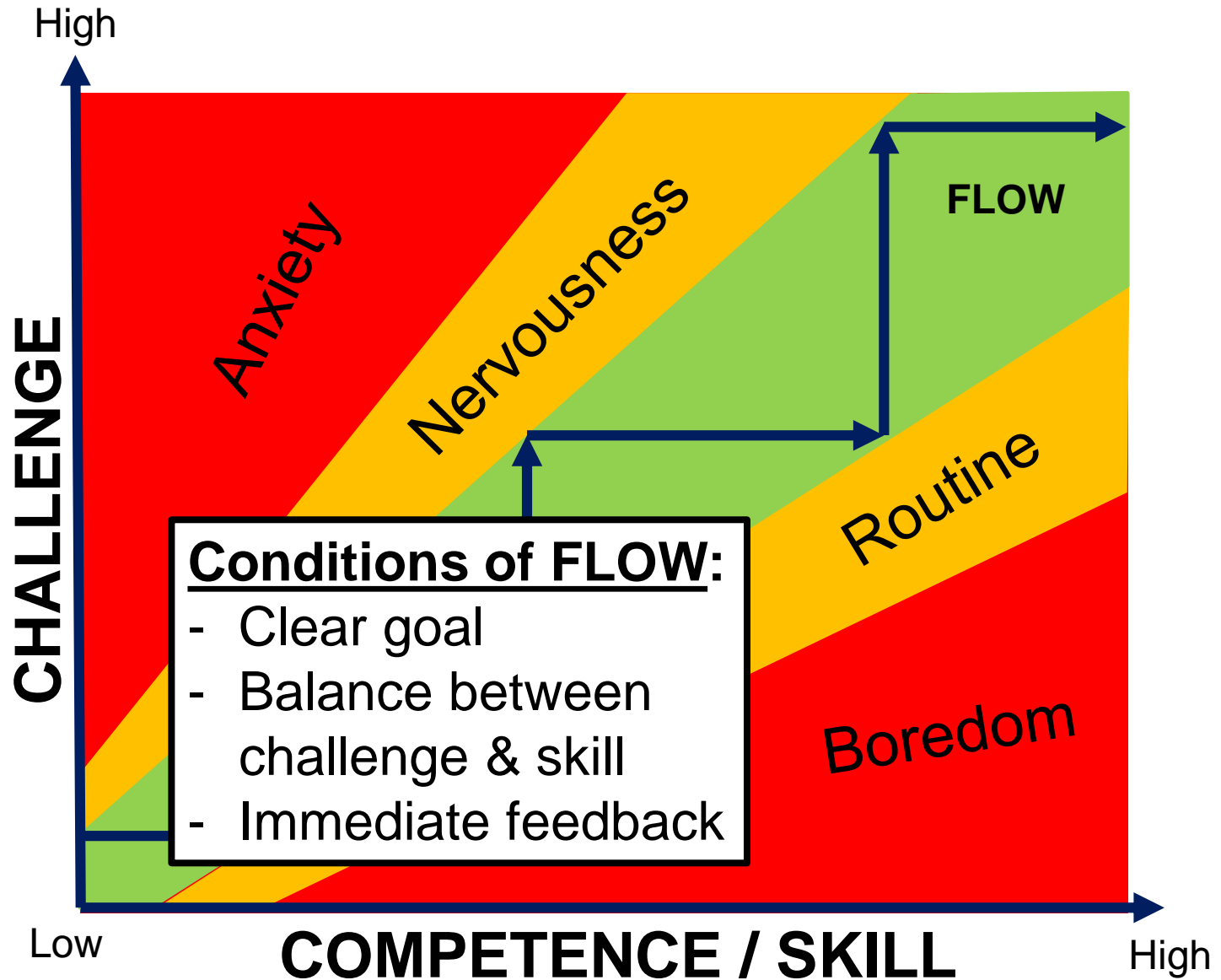
“Why ?”



PROCRASTINATION

I'll find a picture for it later.

FLOW !





*Why is the grass always greener
at the other side of the fence ?*