

## Time Management: Seven Techniques for more Efficiency

## TwentyOne Skills

### Objective

In this class, you find an overview of time management techniques and their scientific background. Watch this deep dive to learn seven different approaches to time management, each one dealing with a different aspect of time management.

### Description

- How to be efficient: basics for your workflow
- Get to know these following techniques in detail: Pareto Principle, Eisenhower Matrix, distraction list, SMART goal, Eat-the-Frog, building habits, Pomodoro-Technique
- What are the goals of those specific techniques
- Learn about the scientific background



### Conditions

In cooperation with TwentyOne Skills, GRADE offers about 35 asynchronous online courses.

The 3-month sessions start at the beginning of January, April, July and October.

Registration is possible at any time. Confirmed participants can access the courses for 3 months at the online platform of TwentyOne Skills. The current registration link can be found here: <https://tinygu.de/en21skills>

### Organizational Information

Language / Format	English / Online
Target group	Doctoral Candidates at all stages and Postdocs from all faculties
Duration	Approx. 2:10 h
Registration	<a href="https://tinygu.de/en21skills">https://tinygu.de/en21skills</a>