
Title of the course

- **230016 Time management and productivity**

Organizing center/area leading the course

Deusto International Research School (DIRS)

Training category

AF7. Methodology and research techniques

Professor/Coordinator of the training course

Fernando Diez

Priority group

PhD candidates and other researchers

Competences

General competence:

Establishing objectives and priorities, planning for the short term and sticking to the plan (every day, each week)

Specific competences:

Clearly defining the activities to be accomplished in the short term.

Setting priorities among the tasks to be performed each day.

Planning own daily activities assigning time to each one.

Habitually sticking to plan.

Maintaining own papers and materials in order.

Pre-requisites / prior knowledge

No prerequisites required

Contents

Time management does not exist. We cannot manage time, time always runs its course. We can however manage ourselves, i.e. we can manage how we deal with time. Managing ourselves is the focus point of this course.

This course will help the students to plan and achieve their work by making effective changes in their own behavior and the way they organize their work. This seminar will help the students to consider the activities that currently take up most of their time, and how they plan and log them. They will also be encouraged to consider the work-life balance to which they aspire, and what steps they could take to make this wish a reality.

During the course the students will examine their own approach to time management in order to develop their doctoral thesis. They will learn to set goals, how to prioritize the most important tasks and how to minimize distractions. With this knowledge the student can make their own priorities and decide which task deserves his time. They will be able to realize a complete planning for their PhD and they will learn how to monitor and update it in collaboration with their supervisors.

The main points to develop in the course are the following:

1.- Introduction to Time Management: Do we know what we want?

The student will determine the purpose of his doctoral thesis and the importance of having clearly defined goals and objectives, as well as the planning to reach it in a defined time.

- Identify the way they currently use their time.
- To be clear the objective.
- To establish plans to achieve it.
- Concentrate efforts in achieving it.
- Apply a range of time management techniques to your life.

2.- Improving the efficiency and self-control of thoughts.

The student will learn how to concentrate for the effective and efficient completion of the doctoral thesis. Self-control is a part that the student has to develop in order to carry out his work.

- Effort anticipation and time required.
- Disseminate knowledge.
- The postponement.

3.- Time laws.

The student will know a series of laws and principles that will help him to understand the management of the time:

- Parkinson´s law.
- Pareto´s law.
- ABC method.
- Murphy´s law.
- Biological rhythm.

4.- Planning, Programming and Time management.

The student will develop ways to plan and schedule the time for the thesis, long, medium and short term.

- Planning.
- Programming.
- Management.
- Crystallize your personal life vision, goals and objectives.
- Describe the difference between urgent and important tasks.

5.- The thieves of time.

The student will identify the thieves of time that prevent him from advancing at the desired pace in his doctoral thesis:

- The interruptions.
- Mobile.
- Unclear and changing objectives.
- Lack of deadline.
- Disorderly environment.
- Working in inadequate environments.

- Not knowing how to say "no".
- Distracting factors.

6.- Decalogue of time use.

The student will finish the course by developing his own Decalogue of the use of time to help him achieve his goals.

The students must develop practice exercises during class, so they can actively benefit. Practical exercises will guide students through a reflective process in which they identify the theme and problem they want to study. This seminar encompasses two sessions. Both combine lectures by the instructor, individual and small group practical exercises, and large group discussions.

What they will learn?

After this course they will know:

- What is really important to you and how to set priorities?
- How to make a realistic planning.
- How to say no and ask for help.
- How to deal with procrastination.
- How to use your time efficiently and effectively to finish your PhD project on time.

Level of the course

Introductory

Methodology

Theoretical presentation, practical exercises, professor-student interaction.

Language of instruction

English

Mode of instruction

In-class and virtual attendance

Number of places

PhD students: 15

Personnel: 0

Assessment

Presentation of a report

Number of hours

5 hours

Bilbao Campus

- Month when the course begins: February 2024
 - Dates:
 - Monday, 5 February 2024 (15:30-18:00)
 - Tuesday, 6 February 2024 (15:30-18:00)
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