



CIN – Board for the Advancement of Women (BAW)

Time management

Effective time management is a key skill for scientists. Writing grant applications, managing research projects, preparing talks etc. all require a good level of (self-) organisation. In this seminar you will learn about planning strategies, how to be effective and physiology as an important factor. Theoretical input will be applied in practical exercises. Find out how time management strategies could improve your effectiveness and personal satisfaction!

This course is especially for **female Scientists (Post Docs and PHD-students)**
Please state your position at the CIN.

Lecturer: Bernhard Heuvelmann, Trainer and language coach

Organizer: CIN - Board for the Advancement of Women

Date: Saturday 25th January 2014 (9.30 – 17.00)

Place: Graduate Training Centre, Österbergstr. 3,
72074 Tübingen, Ultraschallraum

Registration: baw@cin.uni-tuebingen.de /**Deadline:** January 10th, 2014!

Please check our homepage for more information – www.cin.uni-tuebingen.de