

Efficiency Skills for Scientists: Get the Same Done in Less Time

Instructor: Dr. Carsten Rohr, Soft Skills in Hard Science

Date: June 25 & July 2, 2021

Programme

Day 1	Objective	Timing
Pework	<ul style="list-style-type: none">- Fill out questionnaire- Make a ToDo list- Identify efficient an inefficient processes	Until 10:00
Online session 1	<ul style="list-style-type: none">- Topics: Prioritizing, Improving processes, Task setting	10:00-12:00
Individual work	<ul style="list-style-type: none">- Process optimization- Important tasks	12:00-14:00
Online session 2	<ul style="list-style-type: none">- Goal setting, Delegating, Synergizing with co-workers	14:00-15:30
Individual work	<ul style="list-style-type: none">- Delegate by mail- Your project	15:30-16:30
Day 2	Objective	Timing
Individual work	<ul style="list-style-type: none">- Watch how to organize your students video- Build your own team	Until 11:00
Online session 3	<ul style="list-style-type: none">- Topics: Systemic changes, FAQs, Manuals, Automation, Standardization	11:00-12:30
Individual work	<ul style="list-style-type: none">- Manuals and FAQs- Usability and Accessibility	12:30-14:30
Online session 4	<ul style="list-style-type: none">- Topics: Executive Emails, Meetings, Elimination of tasks, Saying "No"	14:30-16:00