

Mindful Productivity for Academic Success

What participants will learn from the workshop:

- To take better control over their tasks to reduce stress and feeling of overwhelm
- Set realistic expectations to keep up with external and internal deadlines
- Learn to be mindful (conscious) about their time and attention and the way they invest it.

Objectives:

- Develop a deeper understanding of individual cognitive resources and working habits to work more mindfully and efficiently.
- Acknowledge the existing working habits and patterns and optimize them to achieve a maximum working efficiency.
- Manage time and attention to handle a variety of academic tasks and prioritize them accordingly.
- Set boundaries between personal and professional life for better academic results and higher life satisfaction.

Type: Online Workshop

Date: 29 June 2021

Time: 9h30- 12h30

Duration: 3h

Participants: Advanced PhD students, Post-Doctoral Researchers

Number of participants:

From 5 to 20

Language: English

Trainer: Ewa Pluciennicka, PhD



Pedagogy methods:

- Theoretical presentation using cognitive psychology framework
- Practical, hands-on exercises
- Self-assessment tasks
- Productivity tools
- Group discussions

Mindful Productivity for Academic Success

Program:

1. Analyze your working habits and ways to optimize them

Goal: Develop a better understanding of individual working habits, to improve them and further built up on them to maximize working efficiency.

Exercise: Self-assessment + Group discussion

2. Do more in less time

Goal: Understand the functioning of attentional skills and how to use them in the most efficient way to work better and faster.

Tools: Setting intentions and focusing on results. Rule of big 3.

Exercise: Identify the attentional thieves and "dead time"

3. Set conditions for success

Goal: Get clarity at work. Learn to set realistic expectations, define clear goals, and respect external and internal deadlines. Anticipate setbacks.

Use deadlines as a motivating (not paralyzing) factor.

Tools: List making, Eisenhower Matrix, setting time limits, time blocking & time batching

Exercise: Define your workflow from general goals to easy actionable steps.

Reflection + Group discussion.

4. Be Efficient rather than busy

Goal: Identify distractions and reduce ineffective working time.

Learn to avoid multitasking and privilege serial single tasks.

Tools: Brief presentation of distraction blockers and time monitoring tools as well as actions to take to reduce ineffective working time.

5. Keep balance

Goal: Set boundaries between your professional and personal life.

Give attention and time to other areas of your life. Take time off without guilt.

Exercise: Identity and Values pie chart & Time pie chart + Group discussion

6. Conclusions & Q&A

