

Productivity, Project and Time Management for Scientists



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To-Do lists, reminder apps, multiple calendars, meeting protocols, „zero-inbox“ strategies: A career goal for every one of us, should be, not to require project, time management strategies and productivity tools. Unfortunately, for most of us, we have to handle multiple projects at work, and at home.

In this seminar, we first look at well-established and widely used strategies for productivity, project and time management. This is followed by an overview of productivity tools. A key part of this seminar is a system I propose to organize files, folders, tasks, projects, Emails and Calendars. By having a common system, combining personal and work-related interest and activities, across tools, and devices, we can significantly improve our productivity.

We are then going to look at an actual implementation of a To-Do / Project Management strategy. The success of an implementation will largely depend on the creation of habits, to create tasks and take notes. Project meetings are a central element of a scientist's work and a key factor in making these more effective is to link back and to look forward (with notes and tasks). We are therefore going to introduce a structure to prepare for and realize successful project meetings.

The seminar will help you getting more things done, avoid errors, focus on what's important, including fulfillment, and have more effective project meetings.

Your Guide

What qualifies me as a tutor in this course is not my success with productivity and project management strategies but the difficulties, I have had them.

I received my first degrees in control engineering from the University of Applied Sciences in Hamburg, Germany and the University of Portsmouth, followed by a PhD from the University of Manchester, Institute of Science & Technology (UMIST) for research on the application of possibility theory to data analysis. With an interruption of one year for an invited research fellowship at the Technical University Delft in the Netherlands, I spent almost eleven years of my academic career in England and had one of the first interdisciplinary joint appointments between a Dept. of Electrical Engineering and a Dept. of Biomolecular Sciences in the UK in 2000. Since 2005, I hold an adjunct professorship at Case Western Reserve University, Cleveland, USA, which was initiated by Mihajlo Mesarovic, the founding father of the general systems theory. In 2005, I became a fellow of the Stellenbosch Institute for Advanced Study (STIAS) and in 2015, I was elected a member of the Foundations in Medicine and Biology review panel of the German Research Foundation (DFG). I founded the first systems biology journal and have extensive experience in reviewing grant proposals for various international funding bodies. I have also had

the opportunity and experience to advise funding bodies, decision makers and institutes on strategy and development.

I have been very fortunate to work with an excellent team of scientists and group of wonderful people, whose work is presented on our webpages at www.sbi.uni-rostock.de You can also find me on Twitter ([@OlafWolkenhauer](https://twitter.com/OlafWolkenhauer)) and Instagram ([OlafWolkenhauer](https://www.instagram.com/OlafWolkenhauer))

Content and Learning Outcomes

- Definitions of success and effectiveness
- Relationships between motivation, passion, perseverance, happiness and success
- Techniques for habit creation
- Techniques to create a positive mindset
- Time management and making time
- Overview of key project management strategies
 - Getting Things Done (GTD)
 - Eisenhower Matrix
 - Kanban Boards
- Overview of productivity tools and apps
- Strategies to organize files, folder, tasks, projects and ideas
 - Implementation of a tag-label and search-filtering system
- Managing research projects with ToDo lists and apps
- Practical example of a workflow using ToDo and note taking apps
- Review and summary of five key books on productivity, project and time management
 - The Grit by Angela Duckworth
 - The Motivation Myth by Jeff Haden
 - The Happiness Advantage by Shawn Achor
 - Atomic Habits by James Clear
 - Make Time by Jake Knapp and John Zeratsky
- Tools and techniques for note taking and the creation of lists
- How to report in group and project meetings effectively