

# self organisation and time management

02.10.23  
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# TODAY'S AGENDA

1. goals
2. stress  
management
3. time management



Henning Braun





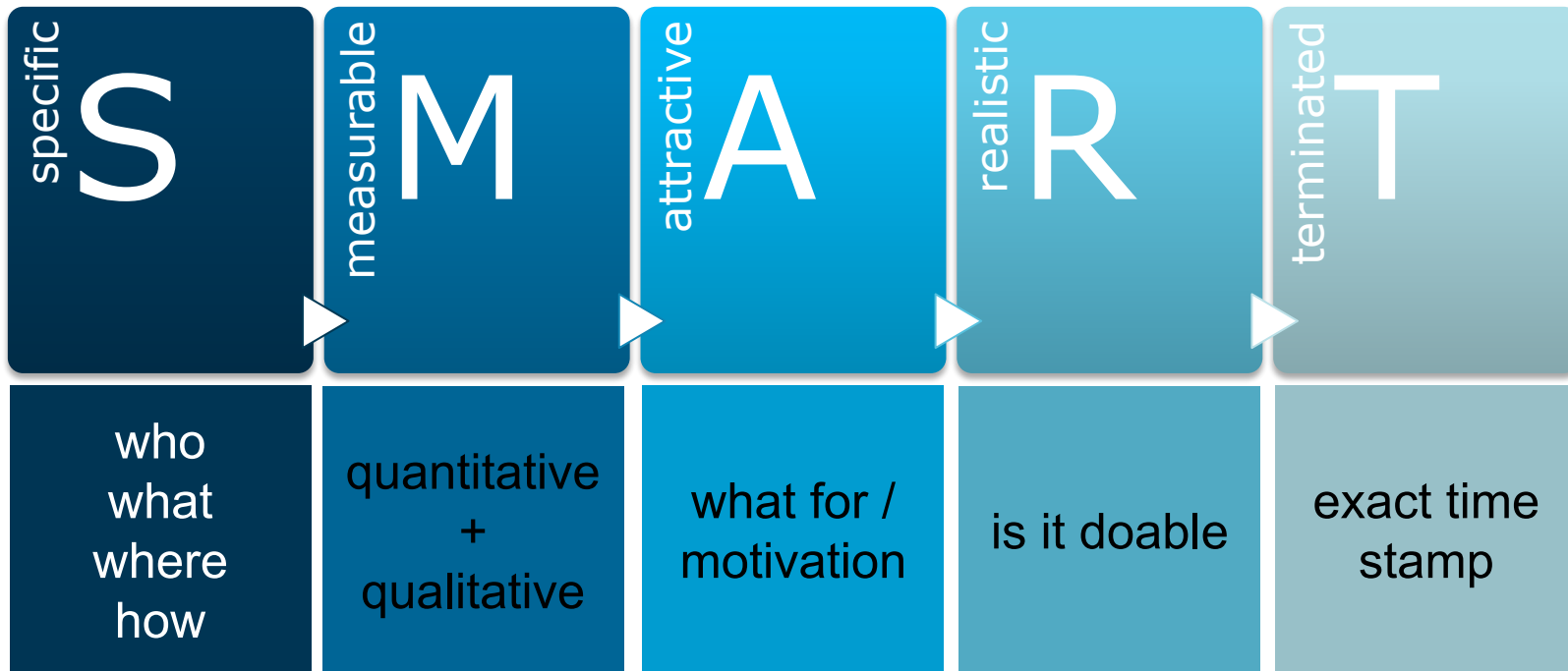
goals

what is your "big" goal?

write it down







for example:

I want to be a biologist.



By the end of September 2027, I achieved my bachelors degree in biology, at the university in Halle Wittenberg to become a scientist and find a cure for cancer and never lose a friend to this disease again.

check your goal


be clear

are you flying yet?

what is your  
motive?

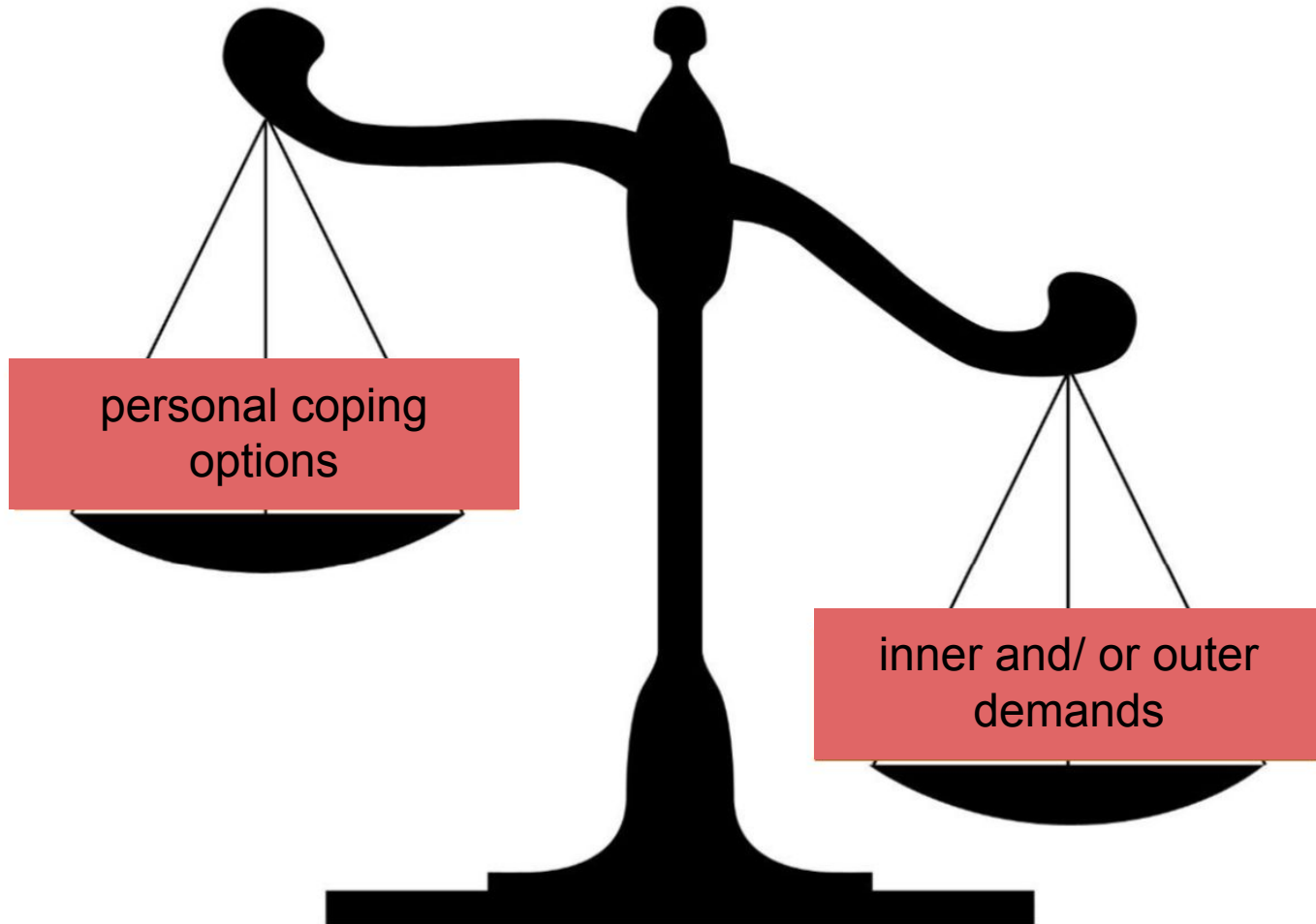




A hand holds a black compass with a silver ring at the bottom. The compass's sight is open, and a bright sun is shining through the vertical slit, creating a lens flare. The background is a soft-focus sunset over a body of water, with hills visible in the distance. The sky is a mix of orange, yellow, and light blue.

If you don't know where you want to go. You will end up nowhere.







## stress reaction

### short term

- e.g. fear or anger
- short time rise of blood pressure

### long term

- overtaxing
- e.g. insomnia
- followed by need to take sleeping pills



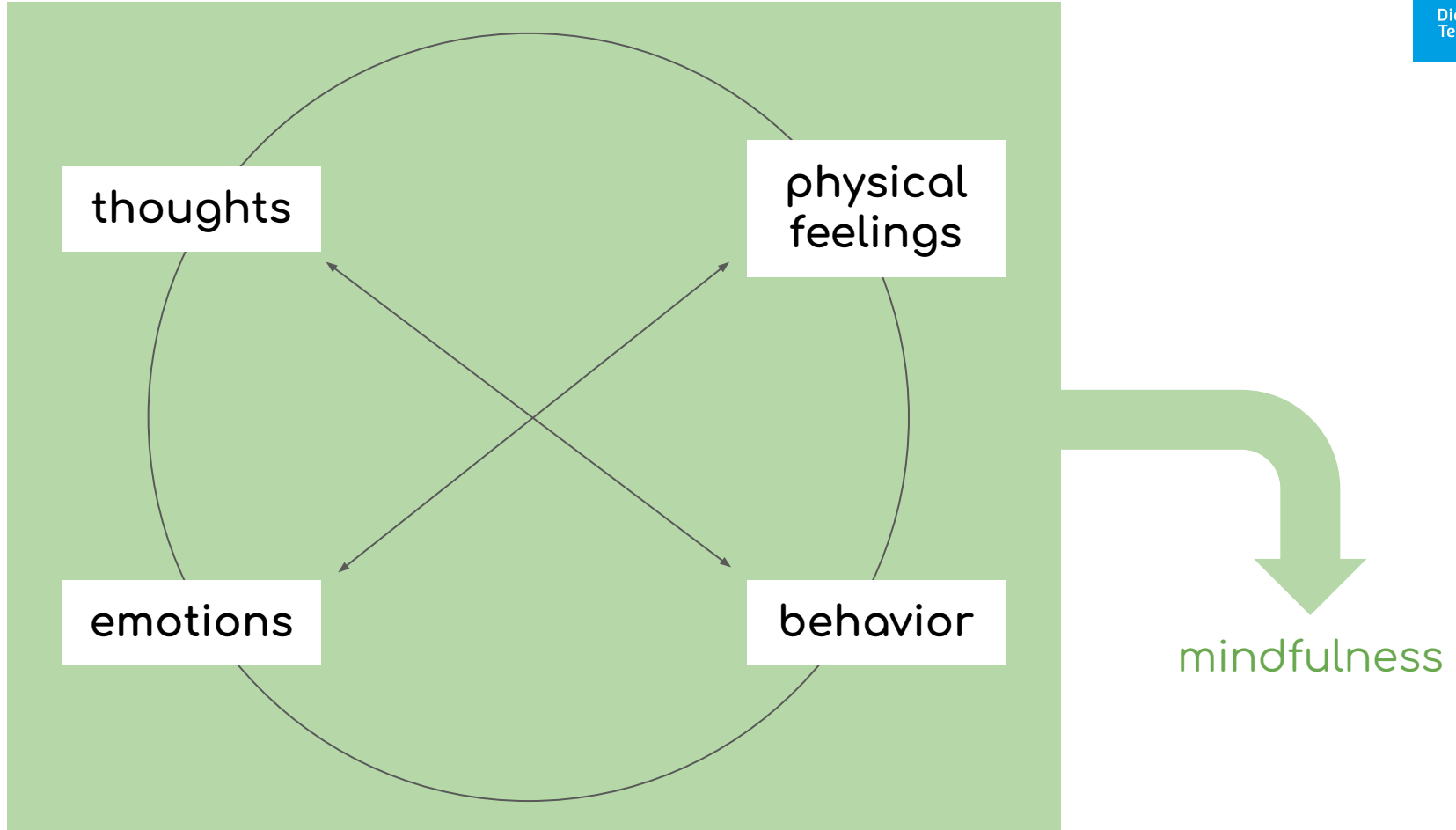
### personal stress intensifier

- individual amplifier
- attitude, motives, valuation, ...

stress management



constant stress causes health issues  
e.g. with your cardiovascular system or increased consumption of alcohol / unhealthy food





## mindfulness

where is the stress coming from?

**external expectations**

too much workload

exams

what's the source of the stress?

**own expectations**

high demand to ourselves

bad time management

**overthink your personal level of expectations**

what are my expectations?

what would be the bare minimum?

which result would outdo my expectations?

what happens if I say "no" to my boss?

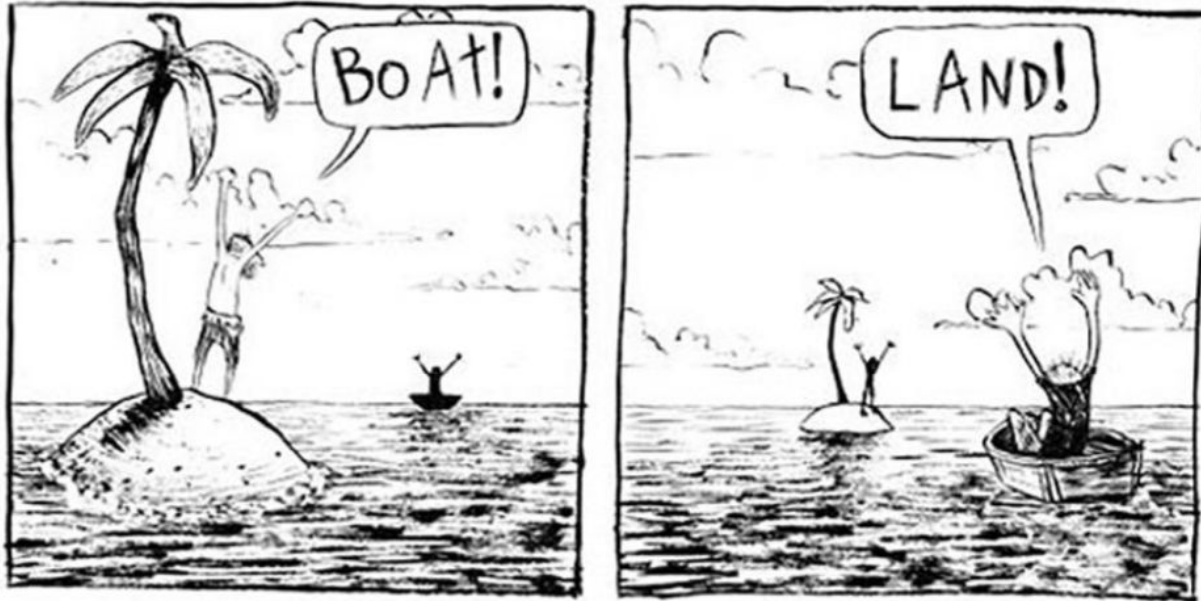
how much time can I really invest?

## SWOT method

<b>S</b>	-	Strength
<b>W</b>	-	Weakness
<b>O</b>	-	Opportunities
<b>T</b>	-	Threats

personality basis	stressful situation:	
	Strength	Weakness
	which personal strength can you use?	what do you lack of? which resource/ skill is missing?
aftereffects	Opportunities	Threats
	what's a possible positive outcome?	what could be a negative effect?

# Perspective...





## stress management checklist

own expectations				
very high	high	medium	low	very low

external expectations				
very high	high	medium	low	very low

time pressure				
very high	high	medium	low	very low

break the circle



### physically

Sport

Relaxation

balanced nutrition

enough drinking  
(non alcoholic)

enough sleep

### mindset / attitude

early communication

become aware of your  
strengths

reduce perfectionism

humour

take breaks and breath deeply

### other strategies

creativity (paint, handcraft, ...)

tiny positive things

make music / listen to music

learn a new skill

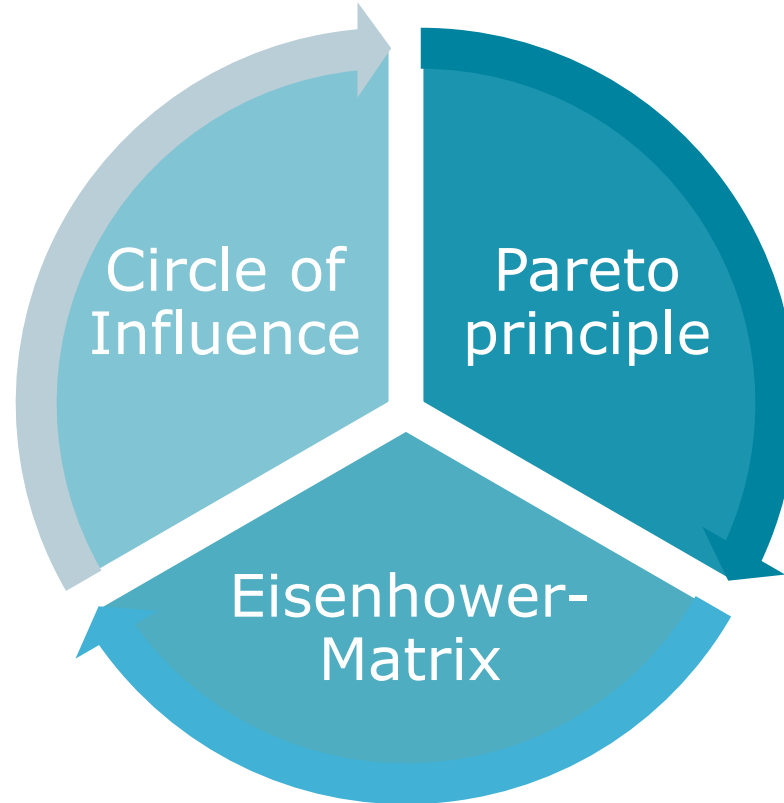
build and maintain social  
contacts



# TIME MANAGEMENT







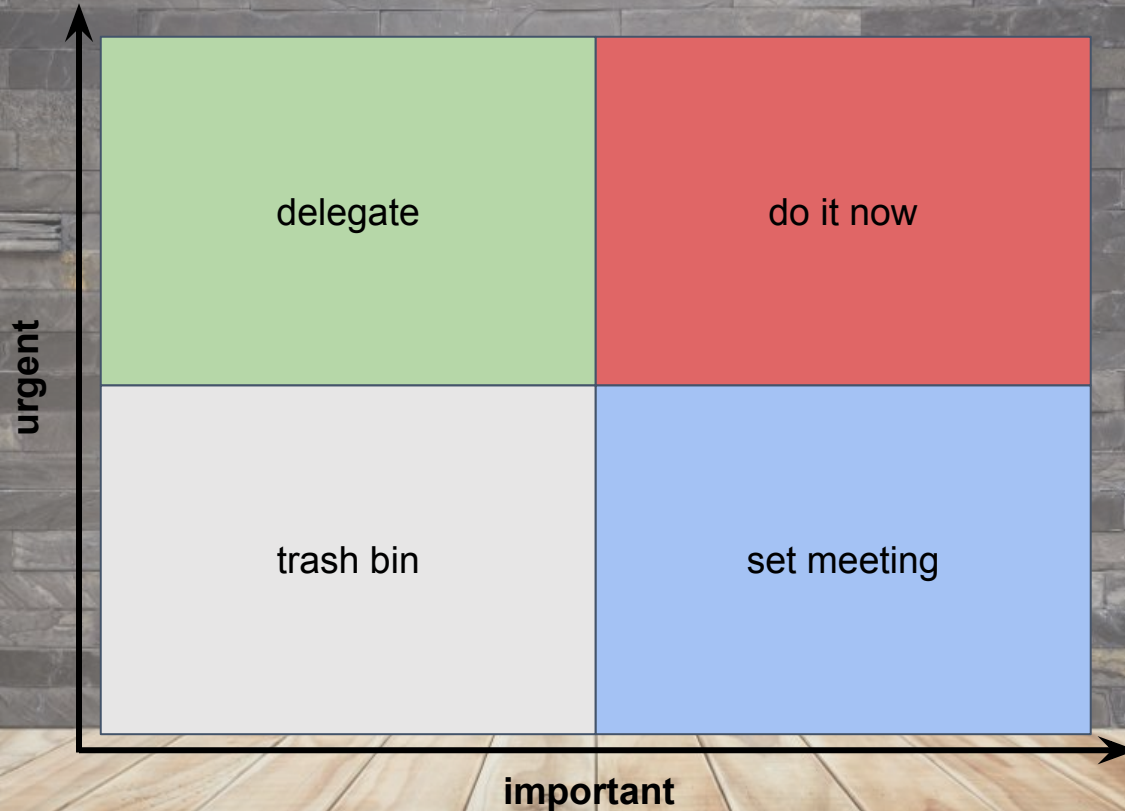
**80 : 20**



Pareto  
principal

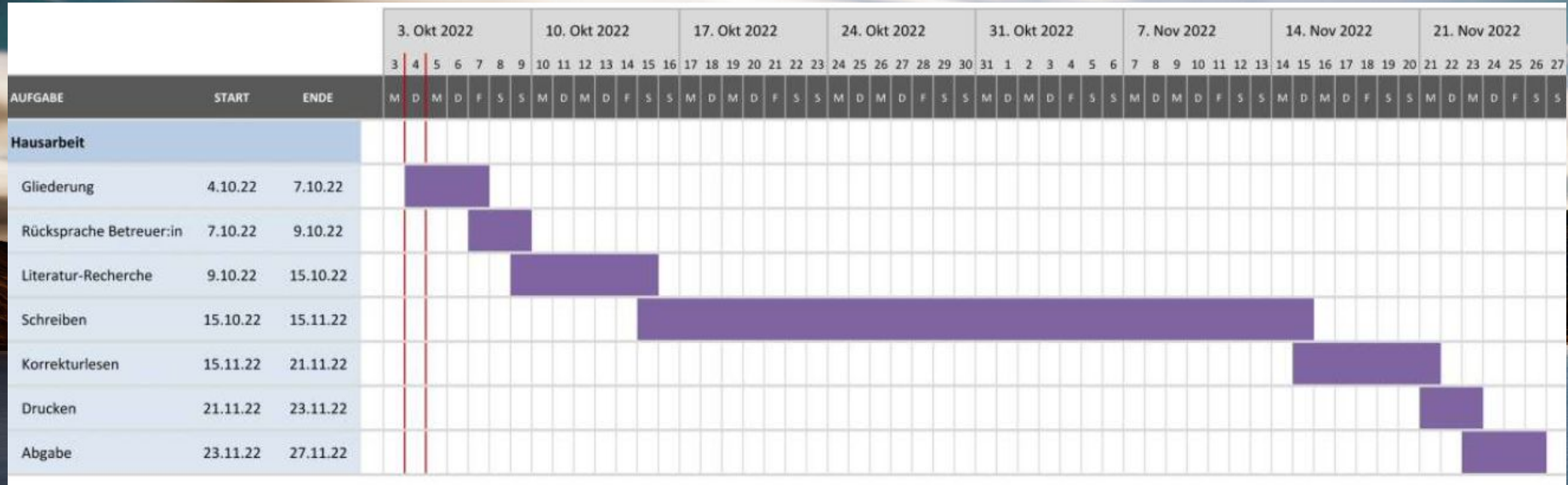


## Eisenhower Matrix





## Gantt Chart





## how to deal with time wasters

### 1. time buffer

60/40-principle (5 out of 8h/per day being booked)

### 2. working blocks

6 x 10 min of work is less efficient than 1 x 60min of work

### 3. do it now - tasks in during quiet hours

make sure not to get interrupted

### 4. identify and analyze disturbances

analyze one day everything you did and how much time it cost . Identify the time wasters. Alternating: write down all disturbances and the time they consumed.

have a break

- saving pause (10 - 20 sec)  
very short and often unnoticed

- classical break (15 - 20 min)  
very effective/ necessary after working  
unit (around 90min)

- days off (1 - 2 days)  
very effective after longer efforts

- switching pause (3 - 5 min)  
from one task to the other

- longer rest breaks (1 - 3h)  
e.g. lunch time

- vacation

→ couple of short  
breaks are more  
effective than a  
longer break



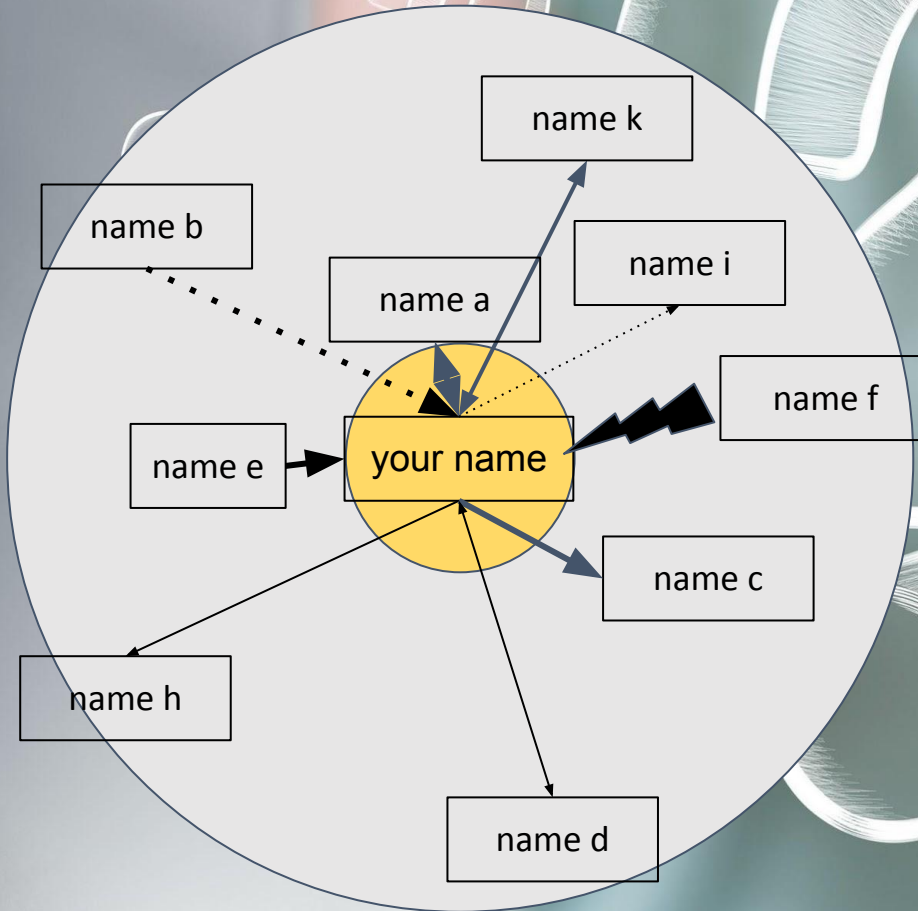


questions?  
suggestions?  
wishes?

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## exercise

- draw a circle
- list all people you are in touch with
- the closer your connection with these people are the closer you sign their name next to yours
- less intense connections = further away



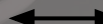
intense



less intense



interrupted



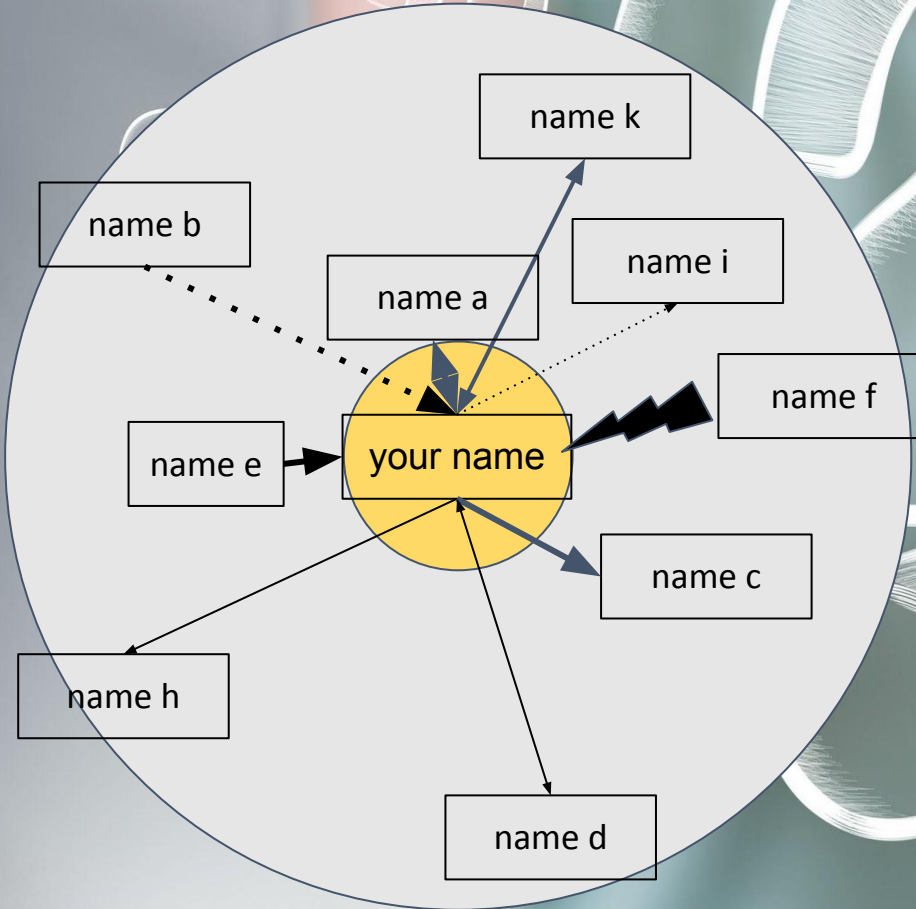
mutual



one way



conflict



- what do you notice?
- from which relationship do you benefit?
- which one hinders you?
- did you forget anyone?
- is there a connection you want to cancel? why?
- which one do you neglect?
- what could you do?