

## **Dr. Carrie B. Dohe**

### **Seminar Title**

Getting to “Done”: Time- and Self-Management for Doctoral Students and Researchers

### **Target Audience**

CECAD doctoral students and researchers

### **Description**

“Where did the day go?” With multiple tasks to juggle, constant interruptions, and much more freedom and less guidance than you had during undergraduate studies, it can be difficult to get the right things done for your graduate degree and in the right amount of time. This seminar offers a mix between long-term planning strategies, analysis of personal strengths and areas of improvement, and time-tested techniques that are easy to implement into your already busy schedule.

### **Learning Results**

After successful participation in the course, participants will have

- tried out several classic techniques that they can implement right away (discussion, writing);
- learned long-term planning strategies, from planning an overall research project such as a dissertation, to breaking down the plan into weekly goals (discussion, writing, homework);
- analyzed their own time wasters and developed strategies to overcome them (discussion, writing);
- set up a writing schedule and five-yr plan (calendar planning);
- learned techniques for boundary-setting and saying “no” (discussion);
- discussed ways to balance work and life (discussion).

### **About the Seminar Leader**

For several years, I have taught myriad seminars for doctoral students and researchers at universities throughout Germany. I have also presented at numerous international conferences and published articles on my research in peer-reviewed journals. As an active scholar and independent university instructor, I rely on a host of time management skills to balance a wide range of academic and non-academic activities, from preparing a panel for an upcoming conference, preparing a book for publication with Routledge, teaching classes in my field of study, and performing at the local theater. For more on my scholarship, please see <http://chicago.academia.edu/CarrieDohe>