

A toolbox for academic productivity: From efficiency to effectiveness

- Workshop (half-day)

The objective is to provide PhD students, researchers, and advisors with a *toolbox* for increased academic productivity in order to finish their academic work on time.

The background is that in academia we focus on *what/the content* of our work, but sometimes we forget to pay attention to our own work process, or *how* we work, think, and act. However, the process is important for finishing research projects and managing stress levels. Furthermore, as individuals, we often have *one main strategy*, or a certain way of thinking and acting, to deal with a variety of situations. Often, our main strategy works fine, but when we encounter new situations, we might need a greater variety of strategies. This workshop is designed to provide you with new strategies applicable to academic work.

More specifically, you will learn productivity tools such as the 80/20 principle, focusing on the end product, and working in units, and apply them to your own work situation. These tools serve to reinforce each other, are easy to implement and have large impact. This workshop is greatly appreciated among researchers and have been given at the University of California, Berkeley, The Royal Technical Institute (KTH) and Lund University.

WORKSHOP INSTRUCTOR

Åsa Burman, PhD and former management consultant at McKinsey & Company. Fulbright Scholar and assistant professor of philosophy at Stockholm University, and with extensive experience from participating in academic productivity teaching at the University of California, Berkeley.

SUGGESTED AGENDA

9.15-10.00: The 80/20 principle

10.00-10.15: Coffee break

10.15-11.00: Focusing on the end product

11.00-11.15: Coffee break

11.15-12.00: Working in units

FINISH ON TIME.

ABOUT FINISH ON TIME

Finish On Time has collaborated with many different departments at Lund University, to provide academics with practical tools applicable to the academic work process. Over 50 PhD students have participated in the *Graduate student package*, a course extending over one semester. Over 900 advisors, professors and students have participated at Finish On Time conferences and/or workshops at KTH, Luleå Tekniska Högskola, Uppsala University, the union ST at Chalmers and Göteborg University, and Lund University. The tools come from the University of California, Berkeley, management consulting and research on stress. During this workshop, you will get a chance to learn about and apply the tools prior participants found most effective to your own work situation.

A book on the Finish on time-method is now published: *Bli klar i tid och må bra på vägen: Handbok för doktorander* (Natur&Kultur, januari, 2017): <http://www.adlibris.com/se/bok/bli-klar-i-tid-och-ma-bra-pa-vagen-handbok-for-doktorander-9789127817548>



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