A toolbox for academic productivity and stress management
- Workshop proposal (full-day)

The objective is to provide academics with a *toolbox* for increased academic productivity and decreased stress levels.

The background is that in academia we focus on *what/th*e *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 working in cycles, focusing on the end product, and working in units, and apply them to your own work situation. These productivity tools are closely connected to the field of stress management. Here, we will discuss a model "demand - control - support" to explain causes of stress in the academic environment, and how you can use it in managing your stress level to shift from negative to positive stress. You will also try new tools for *thinking* and *acting* differently. For instance, recognizing your "automatic thoughts" and how they affect your behavior; as tools for handling common thoughts in a performance culture, e.g., high demands on achievement.

WORKSHOP INSTRUCTORS
Two instructors from Finish On Time: one specialist on stress and one on productivity.

AGENDA
9.15-12.00 Academic productivity: From efficiency to effectiveness

12-13.15 Lunch

13.15-16.00 Stress management for academics: From negative stress to positive stress

EXPECTED WORKSHOP OUTCOME
- Trying new academic productivity tools easy to implement and with large impact
- Learning about tools from stress research most applicable to the academic work situation
- Increased sense of control through practical productivity and stress management tools
- Sharing of best practices among participants

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