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| **B) Self-Management**  Self-management is very much a practical skill, and it is essential to successful completion of your PhD thesis, but it also relates to the wider research context. During candidature you need to reconcile the demands of your involvement in different research activities with the practicalities of finishing your thesis.  Here are two exercises on self-management, which focus on how well you are able to prioritise different tasks according to their urgency. They also consider how you can maintain a good work-life-balance and keep up research activities in a hectic working environment. The first is an intray-exercise, which is, in a way, an exercise in lateral thinking, raising awareness of the importance of self- and time-management. It assesses whether or not you understand the concepts related to managing time, what is a realistic assessment of how long different tasks may take to complete. The question of managing your own time will be covered in Part II of the Self-Management exercise.  **Part I – Intray exercise:** managing a hectic week in the life of a PhD student; **task:** fill out the printed timetable, organising the different tasks that need to be completed.  **Tasks: It’s Monday morning 9am…**   * Your teaching commitment: 2-hour slot on Monday morning, 10am-12pm; you need to photocopy worksheets for your students * You need to attend a training workshop on Tuesday afternoon 2-4pm; * You have an meeting on Wednesday afternoon 4-6pm to discuss a conference planned in your discipline where you have to report on the room bookings you have yet to make. Afterwards you often go out with your colleagues for a chat and to catch up on what is going on in the faculty. * Your fridge is empty and you desperately need to go groceries-shopping. * On Saturday it’s your partner’s birthday and you have promised to prepare food for the BBQ. * You have a physiotherapist’s appointment on Tuesday 10am to fix a stiff neck. * You need to mark 15 essays (2500 words each). Those have then got to be handed to a colleague for moderation. The final marks have to be inserted into a spread sheet, which you have to submit by Friday afternoon. * You have to read 50 pages of a book on research methodologies to discuss the options for your own data collection/ analysis with your supervisor on Friday afternoon. You have yet to email to confirm the time of your meeting. |

See overleaf for the template of the timetable. You can fill it in and expand the table as you require.

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| Timetable   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** | | **7am** |  |  |  |  |  |  |  | | **8am** |  |  |  |  |  |  |  | | **9am** |  |  |  |  |  |  |  | | **10am** |  |  |  |  |  |  |  | | **11am** |  |  |  |  |  |  |  | | **12pm** |  |  |  |  |  |  |  | | **1pm** |  |  |  |  |  |  |  | | **2pm** |  |  |  |  |  |  |  | | **3pm** |  |  |  |  |  |  |  | | **4pm** |  |  |  |  |  |  |  | | **5pm** |  |  |  |  |  |  |  | | **6pm** |  |  |  |  |  |  |  | | **7pm** |  |  |  |  |  |  |  | | **8pm** |  |  |  |  |  |  |  | |

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| **Self-Assessment Self-Management Part I**  **How well have you done on the task?**  You can self-assess how well you have done on this task by allocating 1 point to each of the statements in the list below that you undertook correctly. This will give you a mark out of ten, which will be an indicator of your strengths and weaknesses in the area of self-management.   1. You assigned the fixed appointments first. 2. You have found time to copy the worksheets for your students. 3. You have confirmed the time for the meeting with your supervisor early on, because they may need to change plans, and this will affect your timetable. 4. You have assigned adequate time to read the 50 pages on methodology prior to your supervision meeting. 5. You have allowed the best part of two days each for you and your colleague to mark/ moderate your essays. 6. You have marked your essays ready to hand them over on Wednesday so that they can be processed in time for the deadline on Friday. 7. You have made time to find out how to book rooms. 8. You have made the necessary room bookings ready for the conference meeting on Wednesday. 9. You have successfully done your groceries shopping. 10. Your partner is very happy with the BBQ you have organised. |

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| **Next Steps Self-Management Part I**  **5 Points or Less**  If you have assigned yourself less than 5 points, your time- and self-management needs further development. You should seek appropriate advice or training from colleagues or generic websites such as Vitae at <http://www.vitae.ac.uk/researchers/1232/Beating-problems-common-to-postgraduate-researchers.html>  **6-8 Points**  If you have assigned yourself between 6 and 8 points you should work out the specific requirements of your self-management: e.g. careful reading of tasks, setting priorities, or work-life-balance? You could brush up on your skills with further online training in areas of practical and project planning, for example at <http://www.vitae.ac.uk/researchers/1223/Time%20management.html>  **9-10 Points**  You clearly have strong skills in this area. Why not consider sharing your expertise with other students? You could for example advise other PhD students on practical and project planning. |