



Dr. Nadine Sinclair
Mind Matters Ltd

- Managing Director of Mind Matters
- Trusted advisor to corporate and academic leaders
- More than 15 years experience in leading large-scale projects in more than 20 countries (of which 6 years with McKinsey & Company)
- Molecular Biologist by training who conducted her doctoral studies at the Max Planck Institute for Biophysical Chemistry in Göttingen

Fast Forward: Project Management and Personal Productivity for Researchers

Objective

Achieve amazing productivity and reduce your stress levels in 7 weeks by implementing the productivity secrets that allows management consultants and high-performing industry teams to generate results quickly.

Description

Learn from an expert how powerful and transformative a simple and robust productivity system can be. Participate in this 7-week training designed to help you implement an agile project and time management system in your research projects. It will transform the way you work and help you achieve new levels of clarity, focus and momentum in your projects, while reducing your stress levels.

Additional information incl. interviews with past participants is available here:

<https://mindmatters.pro/fastforward/>

Methodology

- Weekly pre-recorded lectures to watch at your own pace (30 min a week)
- Weekly, **Wednesday 17:00 – 18:00, from 15 April-31 May 2024** live Q&A session via Zoom hosted by Nadine to answer your questions. **Attendance mandatory.** An alternative session on Thursday may be offered if the number of participants permits it.
- Self-study workbooks and templates to help you implement the techniques in your projects with actionable feedback on weekly course assignments on a dedicated private community platform (set aside 1-2 hrs a week)
- Private community that allows you to interact with peers and exchange additional resources
- Personal Productivity Score assessment at the beginning & end of the course
- Time requirement: **Approx. 3-4 hours** each week (incl. live Q&A session) - time may vary slightly depending on the complexity of the project.

Conditions

This training **is for you** if you can attend all live Q&A sessions, have a project that you can work on during the training, are ready to roll up your sleeves to work with the tools and techniques and willing to engage with the trainers and your peers on these topics. This training **is not for you** if you are just looking for information on personal productivity and project management, cannot take the time to attend the live Q&A sessions and implement the techniques, or are unwilling to engage in discussions with others.

Ideally, the project should last at least 3 months from the beginning of the course and at minimum 8 weeks. Your project of choice should have a professional context (e.g. research project, writing a paper/thesis, literature search to define a project, etc.).

Organizational Information

Language / Format	English / Online
Target group	Advanced Doctoral Candidates and Postdocs (R2/R3) from all faculties
Date	Onboarding (self-study): 8-12 April 2024 Kickoff: Monday, 15 April 2024 10:00 – 11:30 Weekly meetings wednesdays 17:00 – 18:00 from 15. April - 31. May 2024
Registration	For registration click here

