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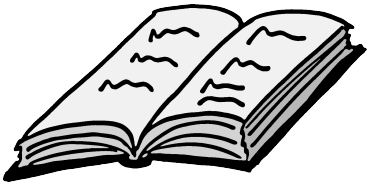
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Further Reading for the Workshop:

Time and Self-Management for Doctoral Candidates

Time and Self-Management "Classics"

7 Habits Of Highly Effective People, *Stephen R Covey, new edition 2004*



This is definitively one of those books that have the potential to change your life. The book does not present easy to apply methods. Instead, the author demands that you question your attitude and paradigms. With impressive and very personal examples and anecdotes, he succeeds in explaining the theory very well while keeping the book an interesting read. The key message can be summarized thus: you are the one responsible for your life, take good care of it! . . . and the author is perfectly aware of the fact that this might not be as simple as it sounds. The book is definitively a 'must read'.

Getting Things Done, the Art of Stress-Free Productivity,
David Allen, new edition 2015
The time management method 'Getting Things Done (GTD)' proposes a way to organize your work-flow. Get everything that detracts you from the Here and Now out of your head: capture it, clarify what it is and what is the next step that it requires. All the actions are consistently organized and stored in a reliable system that will remind you of the necessary action at the right time . . . so that your mind is not longer occuppied by needing to constantly remind you of everything. The method is very helpful. Unfortunately the book gets bogged down in the details and is full of self-advertisement.

Zen To Done, *Leo Babauta*
If you find it difficult to implement a system like 'Getting Things Done (GTD)' in a single blow, Zen To Done might be a good alternative for you. It is a good idea to have a look at GTD (e.g., in one of several web pages on that topic) before you start reading this book. Based on Covey's idea to establish habits for the long run, the author proposes 10 habits that might turn a chaotic person into someone effective and well-organized. While David Allen recommends to implement GTD during one weekend, ZTD assumes that, for some people, it might be easier to go step by step: one habit per month. The roughly 50-page e-book is definitely worth reading. The German version can be obtained for free from: http://static.imgriff.com/1357732342/imgriff_zen_to_done_300911.pdf

Understand and Overcome Procrastination

Procrastination: Why You Do It, What to Do About It Now,
Jane Burka, Lenora M. Yuen
The first part of this book provides a thorough exploration of what causes us to procrastinate, such as fear of failure, fear of success, feeling controlled, difficulties with separation or with intimacy. In the second part the authors offer a practical guide on how to reduce delaying tactics and feel better about yourself. A very good book for everyone who struggles with procrastination.

TED-Talk: Inside the Mind of the Master Procrastinator, *Tim Urban*
A really funny yet very instructive TED-Talk on procrastination. Tim Urban describes how the "instant gratification monkey" screws everything your "rational decision-maker" wants to achieve, and how the "panic monster" saves your arse . . . or doesn't.

Available at:
https://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator

Another worthwhile read is Tim Urban's blog on procrastionation:

How to Beat Procrastination
https://waitbutwhy.com/2013/11/how-to-beat-procrastination.html

The Procrastination Matrix
https://waitbutwhy.com/2015/03/procrastination-matrix.html

Guidebooks for a PhD

There are some interesting articles by Patricia Gosling and Bart Noordam published in **Science Career Magazine**:
http://www.sciencemag.org/careers/2006/11/mastering-your-phd-series-index
You also find the full article on the monthly progress monitor:
http://www.sciencemag.org/careers/2006/11/mastering-your-phd-running-place

Erfolgreich promovieren: Ein Ratgeber von Promovierten für Promovierende,
Stock, Schneider, Peper, Molitor; Springer Gabler, 3. Aufl. 2014
The (German) guidebook from "Thesis e.V." (www.thesis.de), a club that connects PhD candidates from different areas (a good idea if you want to extend your network beyond your own field). Besides a chapter on planning and self-organization, you'll find useful information on how to get help when you're having problems during your PhD, information on basic requirements for a PhD in Germany and field reports from different disciplines.