

Become your own Time Manager

Workshop by Dr. Michael Bründl

WHEN/WHERE

5th December 2025

(9 am – 5 pm)

Venue: Room “Patscherkofel”

Fritz-Pregl-Str. 3, 8th floor

6020 Innsbruck

REGISTRATION

Email: sc-forschung@i-med.ac.at

Free of charge

Workshop in English

Limited to 14 participants!

Time management involves effectively organizing both professional and personal tasks to meet deadlines, achieve results, and create impact—while maintaining focus on individual goals and interests. Developing time management skills in a scientific environment inherits unique challenges, as research is inherently exploratory and often unpredictable.

This interactive workshop provides an overview of essential time management strategies tailored for scientists. Participants will learn how to set priorities, structure their day, plan their week, and reflect on their personal habits and preferences. Additionally, the training will help identify major time wasters, offer practical techniques for handling disruptions, and provide strategies to overcome procrastination.

The workshop is structured as a one-day event. Prior to the workshop, participants will be asked to complete a short survey on their expectations for the training, along with a brief self-assessment of their personal time management situation. This information will serve as the foundation for designing the workshop, selecting topics, and tailoring exercises. Participants will receive a short summary of the survey results before the training begins.

During the workshop, the trainer will provide a theoretical introduction to the topic, followed by self-reflection exercises and group discussions.

All course materials will be distributed as PDF files before and during the workshop.

By attending this workshop, the participants will develop valuable transferable skills that enhance their professional portfolio and contribute to their long-term success.

OBJECTIVES (1 DAY WORKSHOP)

Participants who complete this comprehensive workshop will understand the key principles of time management, learn how to effectively plan tasks, and structure their day and week efficiently.

Keys to time management

- Reflect on your motivation
- Define your interests and goals
- Set your priorities

Plan your tasks

- Identify your personal performance curve
- Reflect on disturbances – your time thieves
- Develop a daily and weekly plan

Design your day

- How to say “no”
- From stress to flow
- How to overcome procrastination



TRAINER

Michael Bründl holds a PhD from ETH Zurich in natural sciences and is currently a scientific programme leader at the WSL Institute for Snow and Avalanche Research SLF in Davos. He has been a scientific project leader and has supervised numerous PhD, Master and Bachelor students for over 25 years. In addition to his scientific work on risk management of natural hazards, he continues his training in self-management, systemic structural constellations according to SySt[®], facilitation, imaginary body journeys and resilience. He has been a certified business and private coach since 2018 and completed his one-year further training in organisational development at the Trigon Academy in 2023. Michael

has many years of experience as a trainer for time management and as a facilitator in a scientific environment and combines his experience as a scientist with his background in personal development. Since 2022, he is a team member at Manage Science (www.managescience.ch).