

Content

How This Book Will Help You	7
I. Specific Challenges in Academic Life—Institutional Factors	11
II. Specific Challenges—Individual Factors	23
1. Knowing myself: Individual behaviour style	23
2. My goals, roles, and values: Basis for my orientation	34
3. Career planning, balance, and integration in my life	46
III. Managing Personal Energy—From Distress to Flow	61
1. Distress and eustress	61
2. Allocating, using, and strengthening my energies	75
IV. Effective Planning and Evaluation Methods	93
1. Principles	93
2. Task management	100
3. Priorities	108
4. Achieving goals	114
5. Planning top-down to organise the next day	124
6. Mastering my time thieves	140
7. Evaluation	148
8. Systems for time management	155
V. Order	163
1. Information and communication	163
2. Workplace and archives	171
VI. Time Management for the Main Fields of Academic Activity	179
1. Research	179
2. Teaching, supervision, and mentoring of students	204
3. Administrative and leadership tasks	213
4. Networking, external exchange, service, and transfer	223
Further Support and Literature	229
The Authors	239