

This book belongs to:

Telephone number:

Workbook:

“How to get the best out of your Ph.D. life”

Welcome.

This training has the objective to help you to cope with and balance a busy Ph.D. life
Enjoy!

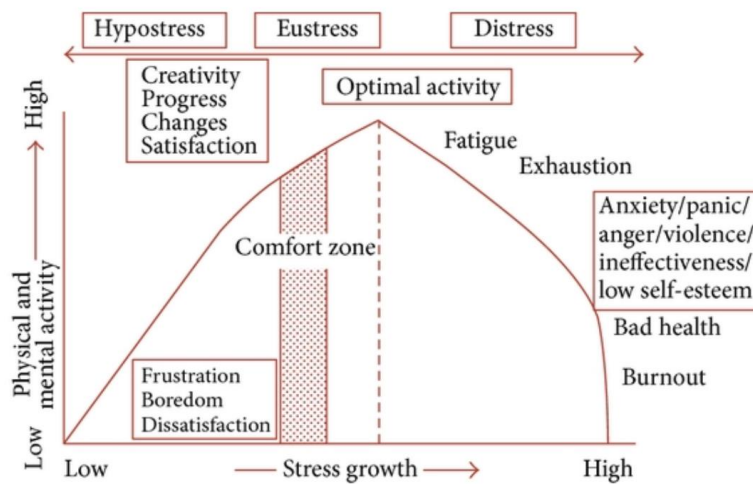
To your success,
Margarita Lourido, Ph.D.

Action Page

Write here your biggest insights and the actions that you want to implement

Stress management

Human response to stress



Human response to stress curve (*according to Nixon P: Practitioner 1979, Yerkes RM, Dodson JD).

Causes of stress

Brainstorm solutions to change the idea that it is bringing you stress. Consider different possibilities. Think out of the box.

Internal factors (Ideas)	How to reduce the effect?
Example: I want to write 16 articles for my Ph.D.	I will start writing 6 articles that are required for graduation. Then I will check the possibility of writing more articles.
External factors (Requirements)	How to reduce the effect?

Mechanics of the workload stress

	Low demands	High demands
More control		
Less Control		

Ph.D. Challenges

Ph.D. = Expert + Project Manager

What is important for you to register?

- Work done
- Decisions taken
- Analysis that work and didn't work
- References
- Meetings with supervisors
- Others:

My buddy name:

Telephone number:

Time management

"You don't have to be great to start but you have to start to be great."

-Zig Ziglar

Defining your goals

Major life category	Big picture goal (Experiences & Becoming)	Next 3 months activities
Example: Work	<i>To have a rewarding and fulfilling career:</i> <ul style="list-style-type: none"> • <i>Become a leader</i> • <i>Have clarity</i> 	<ul style="list-style-type: none"> • <i>Learn new skills</i> • <i>Network</i> • <i>Update CV</i> • <i>Seek Post-doc possibilities</i>

Major life category	Big picture goal (Experiences & Becoming)	Next 3 months activities
Ph.D.		
Work		
Health		
Family & Friends		
Personal time / Fun		
Other:		

“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort”. Paul Meyer

Analyze your tasks

Important/ Urgent <i>Do right away!</i>	Important/ Not urgent <i>Plan to do</i>
Not important/ Urgent <i>Delegate</i>	Not important / Not urgent <i>Stop doing</i>

Date:				
Block 1: (cluster of tasks)				
Tasks	Time	Prior.	Result	Goal - Purpose
1				
2				
3				
4				
5				
6				
7				
Block 2:				
Tasks	Time	Prior.	Result	Goal - Purpose
1				
2				
3				
4				
5				
6				
7				
Block 3:				
Tasks	Time	Prior.	Result	Goal - Purpose
1				
2				
3				
4				
5				
6				
7				

Give your tasks a place in your time map!

According to these goals, what is the best use of my time?

Example:

TIME MAP							
Time	MON	TUE	WED	THU	FRI	SAT	SUN
6:15	Wake up						
6:25	Personal time					Sleep	Sleep
7:30	Meditation / Sport						
7:30	Get ready to go:					Wake up	
8:40	Shower, breakfast						Wake up
8:40	Commute					Learning time	Learning time
8:54							
9:00	Strategic Planning					Breakfast	
10:00							
10:00	High level energy work: Analysis, Writing, Editing					Cleaning the house	Planning next week: Menus + goals
13:00							
13:00	Lunch					Get ready to go	
14:00	Skype with family						
14:00	Meetings & Communications						
15:00							
15:00	Low energy work: Searching articles, editing references, index					Family / Friends time	Personal time
16:30	Register my work & planning next day						
16:55							
17:04	Commute						
17:19							
17:30	Cook/ Dinner					Cook/ Dinner	
19:00							
19:00	Organize kitchen and house / Family tasks				Family time		
21:00	Prepare next day				Movies night	Personal time	Prepare next day
21:00	Family time					Personal time	Personal time
22:00							
22:00	Prepare to sleep						

Design your life; create your own time map

“Keep in mind that you need to block free time and time for fun activities”.

Give to every item in your to do list a “limited place” it means an estimated time to be finished.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							
22:00							
23:00							

Apps that will help you:

Balanced life apps:

- Insight timer (to sleep, meditation, empowerment, achieving goals, relaxation, morning affirmations).
- Calm (meditation and relaxation)
- Spotify (music for concentration, study, relaxing, focus, etc.)
- Tabata (exercise for 4 minutes)

Visit:

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