

# CAREER CENTER TELEGRAFENBERG

In this third edition of our Skills Newsletter, we focus on self and project management. The project manager role offers valuable career growth, but new responsibilities bring challenges, making self-management as crucial as technical expertise for success.

## Self Management: How to Cultivate it

**Self-management** (SM) is a vital skill that enables you to recognize how you respond to your emotions, thoughts, and behaviors, helping you stay productive and maintain well-being at work.



**Practice Ownership:** This involves delivering a product to the best of your ability. Ownership holds you accountable for your actions and behaviors, fostering a sense of personal responsibility and autonomy.



**Develop Self-Awareness:** Understanding your strengths and weaknesses, recognizing your reactions to stress, acknowledging your emotions, and reflecting on successes and failures are key. Activities like journaling, mindfulness, and meditation can help reinforce self-awareness.



**Set Clear Expectations and Goals:** Setting realistic expectations helps prevent burnout, disappointment, and unnecessary commitments. Ask yourself: How much can you realistically accomplish in a day? Use tools like SMART goals and break down bigger tasks into smaller ones.



**Use a Time Management Tool That Suits You:** Choose a tool that matches your habits and personality, like a daily to-do list or weekly goals. Understanding your preferences will help you select the right tool for your needs. Options include the Eisenhower Matrix and the Pomodoro Technique. Learn more here.



**Don't Neglect Your Physical Needs:** Eating well, getting enough sleep, prioritizing mental well-being, and exercising regularly are all crucial for sustaining a productive and balanced life.

\*Contact the Career Center to help you to understand your core skills and how to develop them.

## Project Management: What does it Means to Manage a Project?

If self-management is about knowing how you work best on a personal level, **Project Management** (PM) is about collaborating with others, bringing out the best in them, and ensuring that everything runs smoothly throughout the process. Below are key areas to focus on:

- 1 Technical Skills:** They ensure that goals and expectations are met. This includes planning and formulating your research scope, budgeting for fieldwork, conferences or lab equipment, managing time by setting deadlines, and prioritizing tasks based on what needs to be done rather than what is merely desired.
- 2 Human or Interpersonal Skills:** Understanding organizational culture and integrating diverse backgrounds are crucial. Key skills include communication, feedback, conflict resolution, and negotiation—like setting manuscript deadlines with co-authors or negotiating project direction with your group leader.
- 3 Conceptual Skills:** These skills involve predicting trends in a work or research field, identifying growth opportunities in new areas, and pitching innovative ideas to colleagues and superiors.

\*Here you can find a more extensive list of the transferable skills related to SM and PM.

### Upcoming events



### Do not miss our upcoming activities:

- Career Coffee Chat (CCC), on Zoom October 17th.
- Communicate with Impact, on Zoom October 24th (collab with the UFZ).
- The Mentoring Program applications are open until October 11th.