

Certificate of Attendance

Andreas Ziegler

has attended the course

From Chaos to Structure: Time- and Self- Management for a More Efficient Work Style (online)

on 8 – 9 March 2022

held by Erika Magyarosi.

Objectives	To be able to structure work processes as well as to organize one's own workplace optimally
Content	<ul style="list-style-type: none">▪ Optimizing work processes▪ Organizing one's own workplace and computer▪ Scheduling appointments effectively▪ Gaining transparency for one's own filings and shelves▪ Preparing helpful checklists▪ Managing overwhelming email flow efficiently
Duration	16 educational hours; 1 educational hour corresponds to 45 minutes

The online course was organized by the Graduate Academy of the University of Tübingen and is part of the Doctoral Researcher Development Program.

Tübingen, 10 March 2022



Regina Rapp
Head of the Graduate Academy

