
DEEP WORK.

Effective Self- and Time Management Strategies for more concentration and focus

October 13, 2022

9:30-15:30

Big Seminar Room (F6)

Leibniz Centre for Tropical Marine Research (ZMT) GmbH
Fahrenheitstraße 6, 28359 Bremen, Germany

Instructor: Dr. Lisa Heindl ([Yellow Couch Consulting](#))

Course description: The quality of academic and also non-academic work is closely interlinked with the ability to maintain focus and a high level of concentration over extended periods of time. Conflicting tasks, professional and social distractions and constant incoming information and e-mails jeopardize our ability to engage in "deep work" – a 'distraction-free concentration that pushes cognitive capacities to their limit'.

In the course of a deep work seminar, participants learn how to cultivate the required mindset for highly concentrated work, how to build motivation and how to create time and space for regular, undisturbed deep work periods at the office and at home.

Central topics discussed in the seminar include:

- 1: Goal Setting: How effective long-term and daily goal-setting can boost focus ,concentration and your self-confidence
- 2: The power of routines: Building healthy and productive (deep) work habits
- 3: Keeping focus in a distracted world: Managing conflicting tasks, distractions and procrastination
- 4: Deep Work: Strategies for highly concentrated and creative work
- 5: Social support: How relationships can help you build motivation and maintain focus
- 6: Writing Camp: Deep work in action

Target group: It is for all people who need for parts of their work concentration and focus. This applies very much to scientists writing a doctoral thesis or

papers but also to other groups of employees who need to find certain periods for undisturbed work (e.g. for writing a concept, a report or doing calculations etc).

Credit:

Attending at least 90% of the sessions is required. It is not possible to attend only single sessions. You can receive a certificate of attendance for the course