

Project work – ways to make life easier for yourself and your group

By Kristel Pent (kpent@ruc.dk) , Foundation Course, RUC, August 23th 2011

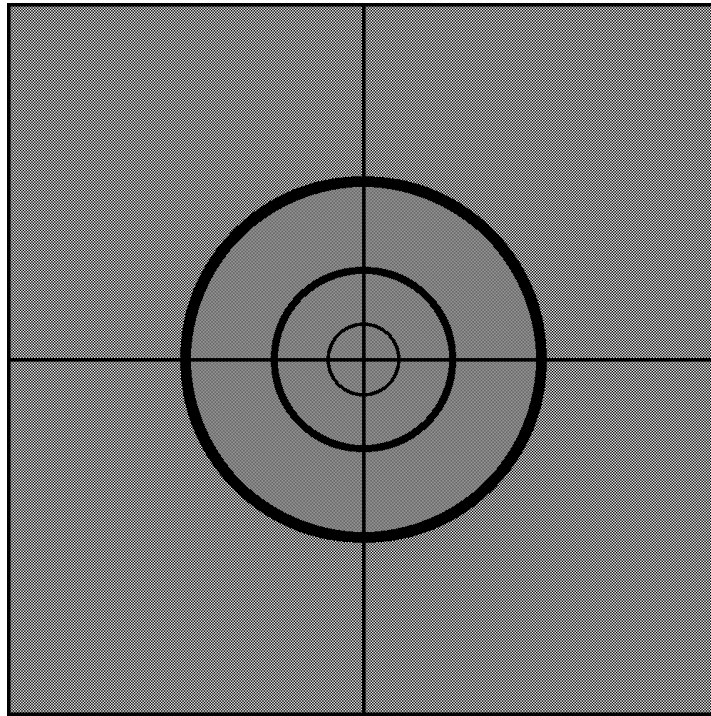
Productivity





Autofocus

- Get things done with a to-do list.



GTD = Getting Things Done

- Cut big projects down into small manageable parts





Pomodoro Technique

- Measure your time.

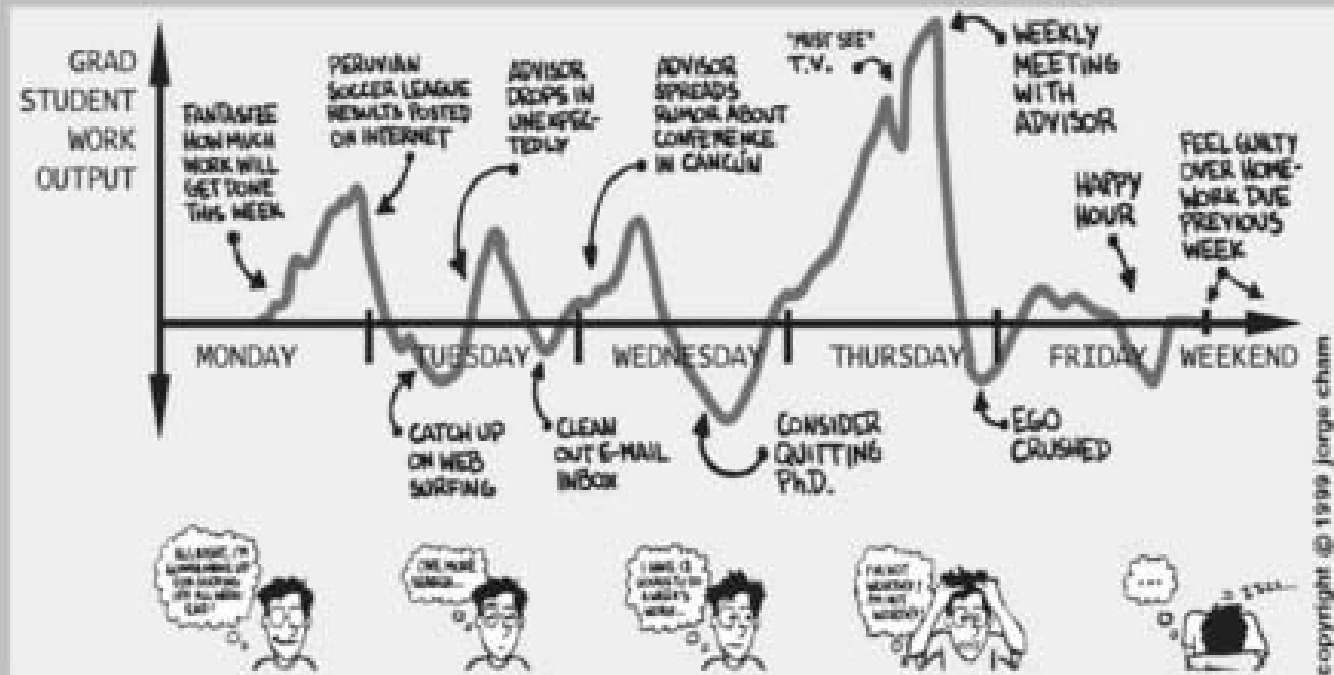


Find motivation to do boring tasks



Time management

WHERE ARE YOU?



"Piled Higher and Deeper" by Jorge Cham

www.phdcomics.com

Formula for constructive criticism

Compliment →

Criticism →

Compliment →



Six Thinking Hats

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Six Thinking Hats (De Bono)



Facts
Neutral, Objective
Information



Emotions
Hunches, Intuition, Gut
Feelings



Critic
Analyst
Logical Negative



Sunshine
Optimism
Logical Positive



Creative
Growth, Possibilities
Ideas



Cool
Agenda, Process, Organizer
Overview, Decision