



Golden rules for project management

- Plan from back to front, you usually know when things need to be ready; as a PhD student you are in a four year schedule.
- Use milestones; make your own extra deadlines.
- Keep in mind the difference between time you need to work on the different steps and the total duration of the project (this is usually longer).
- Plan types of activities, like teaching, writing, making a presentation for a conference.
- Use the plan to identify what is still unclear.
- Start writing ASAP; don't wait until the final results.
- Make a risk analysis: where are the potential dangers that could cost a lot of time? Do you have an alternative plan?
- Keep some space in your time schedule; you can use it for opportunities and things that go wrong. Golden rule: one hour per day and one day per week.
- Also plan your holidays.
- Block at least one day per week in your diary for your core task. Don't make any appointments, don't read email and don't answer the phone. Do not miscalculate the time you can spend on core tasks.
- Adjust your plan frequently.