



Rules for project management

- Plan from back to front, then you will know when things need to be done and finished.
- Set milestones and create intermediary deadlines.
- In your planning take annually repeating events into account, such as education schedules and conferences in your field of research.
- Make a risk analysis: where are the potential pitfalls that may cost a lot of time? Is there a plan B?
- Reserve days or time slots for your core activities, and keep your calendar clear for them, read no mails and switch your phone to voicemail.
- Don't mistake how much time you have; generally you only spend 60% of your work time on actual research.
- Take account of the time difference involved between the time it takes to carry out a certain activity and the total time involved in relation to that activity. For example writing an article.
- Start writing as soon as you can. Writing is a learning process, you need to alternate it with other activities. And when you save writing to the last, the task just looms larger.
- Keep some room in your planning; this gives you space for mistakes and fun opportunities. Golden rule: one hour per day and one day per week.
- Plan for your vacation too.
- Solve any inaccuracies in your planning and adjust your planning on a regular basis.