**Finish on Time Workshop: Academic productivity and stress management**

**– the road to effectiveness**

This workshop is designed to provide you with new “coping”-strategies applicable to academic work. The content of the workshop is hands-on and applicable directly to your current (and future) working situation.

In academia, we focus on the content of our work, but sometimes we forget to pay attention to our own work process, or how we work, think, and act. However, the process is crucial for finishing research projects and managing stress levels. Furthermore, as individuals, we often have one main strategy, a certain way of thinking and acting, to deal with a variety of situations. Our main strategy works fine most of the time, but we do need a greater variety of strategies.

*Aim*

Will you finish your research project on time and feel good along the way? Yes! The objective is to provide academics with a toolbox for increased academic productivity and decreased stress levels.

*Goal*

* Trying academic productivity tools easy to implement and with large impact.
* Learning about tools from stress research applicable to the academic work situation.
* Increased sense of control through practical productivity and stress management tools.
* Sharing of best practices among participants.

*Content*

You will learn productivity tools such as the 80/20 principle, focusing on the end product, and working in units, and apply them to your own work situation. These productivity tools are closely connected to the field of stress management. Here, we will discuss a model ”demand - control - support” to explain causes of stress in the academic environment, and how you can use it in managing your stress level to shift from negative to positive stress. You will also try new tools for thinking and acting differently. For instance, recognizing your automatic thoughts” and how they affect your behavior; and tools for handling common thoughts in a performance culture, e.g., high demands on achievement.

*Implementation*

The workshop is divided into two half days

**Day 1, October 2**

9.15-12.00 Stress management for academics: From negative stress to positive stress

**Day 2, October 9**

9.15-12.00 Academic productivity: From efficiency to effectiveness