

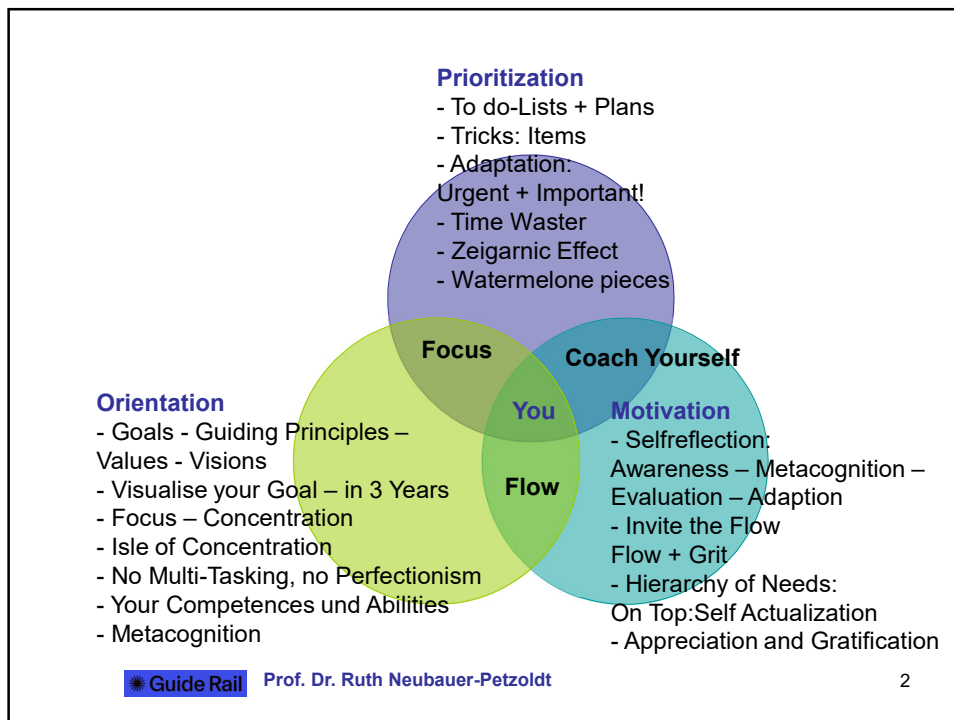
Finding My Own Way Purposefully - in the Professional Fields: Orientation, Prioritization and Motivation - Beyond Self-Optimization

**Online-Workshop „Research in Europe“ (RiE)
November, 26th 2021**

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Orientation – Prioritization – Motivation

Framework of this Workshop:

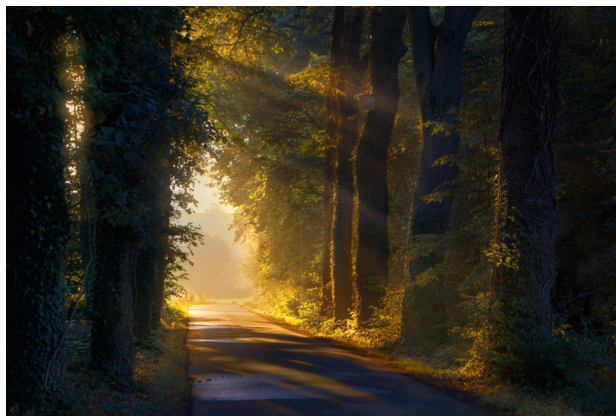
- Plan Individually – you determine the specific content
- Be willing to compromise, but:
- **Isle of Concentration**: fight against disturbances and for your focus
- Be Creative: adapt to changes
- Focus on successes and progress



**Questions – Cooperation –
Write down your answers findings**

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Orientation – Prioritization - Motivation Perspectives and **Your Focus**



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Orientation – Prioritization – Motivation

Goals – Guiding Principles – Values – Visions

- Visualize your Goals:

Write down how and where you see yourself in three years – Imagine this in details



- Your Characteristics and Qualities:
What are you good at?

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Orientation – Prioritization - Motivation

- How??? Selfreflection:
- Awareness – Metacognition – Evaluation – Adaption: *I've been thinking about ...*
 - ... what I am already knows; about good and bad experiences
 - ... whether it works what I do.

I controll what I am doing.
If it works – perfect!!!



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Orientation – Prioritization - Motivation

If it works – perfect!!!



But: you have **to leave your comfort zone**,
you should think and practice
something NEW
to gain new knowledge

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Orientation – Prioritization – Motivation Metacognition

- Awareness – Evaluation – Adaption:
“I've been thinking about ...”
 - My plan to solve the problem.
 - I have other options thought about the solution.
 - I reflect my next move ...
 - Maybe I try ...
- I've changed my approach



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Exercise: FOCUS

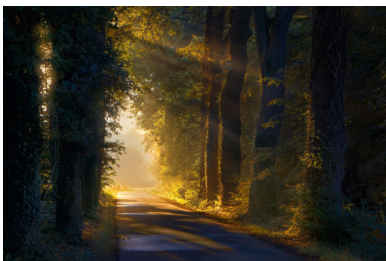
- Focus ≠ Concentration
- No Perfectionism
- No Multitasking
- Pareto: 20 = 80



Orientation – Prioritization - Motivation

Self-reflection

- Your Characteristics and Qualities:
What are you good at?



Your Goal = Focus:
Write it down...
concrete and in details!
- Doing MY
research two days a week
daily, at least 1 hour
- Finishing two papers
until June 2022

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Isle of Concentration

- *Zeitraum Raumzeit:*
- Space of Time; A Room of one's own
- You know your **time waster**: ...



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Zeigarnik-Effect

(Russian Psychologist Bljuma Zeigarnik)

- The waiter could remember the orders of the various guests in his/her head, but after a few minutes after the food and drinks had been brought, she/he could no longer remember them.
- **Unfinished actions** tie up mental resources
- We want to complete an action: books have to be read to the end, films have to be watched.
- **Difficulties to switch off and relax**

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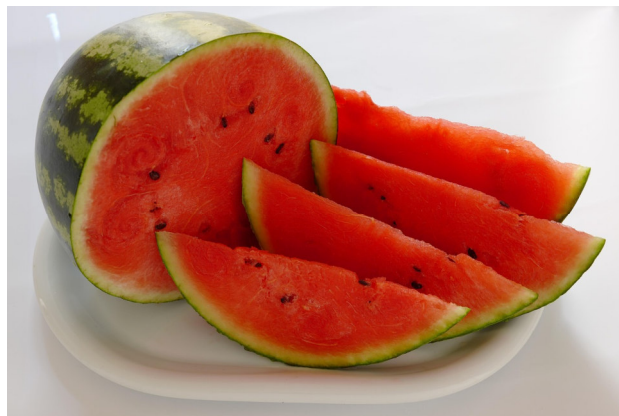
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To do List – and tricks ...

1. Plan the evening before, in ten minutes. Write down the important things during the day. First a list of all unfinished business.
2. Divide larger projects into smaller units: Units of 10 minutes to 2 hours of work: large and small pieces of melon!
The art is breaking down the work into subtasks/items!
3. Look for exactly 6 points and determine according to priority: The most important, the second most important ...
4. Next day: start with the the first point at a predetermined time.

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To do List – and tricks ...



Orientation – Prioritization - Motivation

To do List – and tricks ...

5. Concentrate on exactly one task at a time! Your focus is the list, your concentration: the most important task now! You consciously choose what is most important.
6. When point 1 is done, cross it out - enjoy the flow experience and continue with the second point at the next opportunity.

So you focus and plan every evening and every day! Priorities can always change!

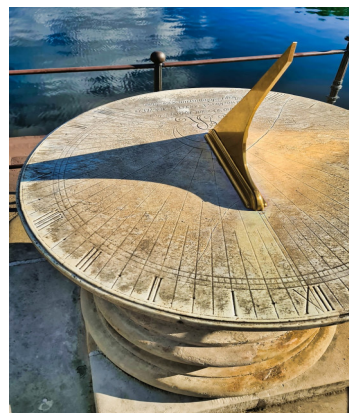
Daily To do List –
Watch out for:

What is urgent?
What is not urgent?

What is important?
What is not important?

What are the consequences for
your decision in 3 hours –
in 3 days – in 3 years?

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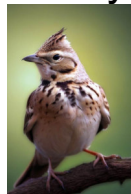
Orientation – *Prioritization* - Motivation ... more tricks

- Small Items – no procrastination!
- **S**pecific – **M**easurable –
Achievable – **R**easonable – **T**ime bound
- Framework & setting of meetings: Agenda and time limits
- Help by Apps: Evernote, Wunderlist, Google Keep, Trello, Any.DO und Todoist

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Orientation – *Prioritization* - Motivation Coach Yourself:

- Synchronize with your individual biorhythm



- And
Communicate your plans



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Orientation – Prioritization - Motivation

Coach Yourself:

This is my **Focus** &
my **SMART** isle of concentration



Prioritization

- To do-Lists + Plans
- Tricks: Items
- Adaptation:
 - Urgent + Important!
 - Time Waster
 - Zeigarnic Effect
 - Watermelone pieces

Orientation

- Goals - Guiding Principles – Values - Visions
- Visualise your Goal – in 3 Years
- Focus – Concentration
- Isle of Concentration
- No Multi-Tasking, no Perfectionism
- Your Competences und Abilities
- Metacognition

Focus

Coach Yourself

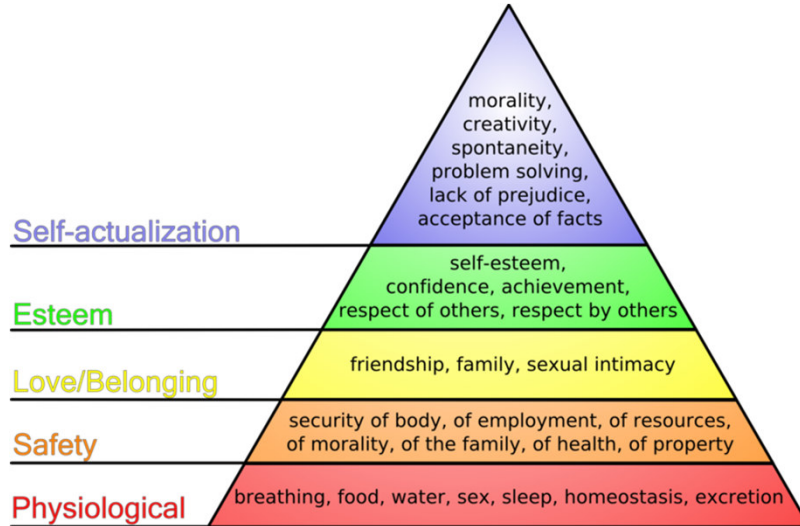
You

Motivation

Flow

- Selfreflection:
 - Awareness – Metacognition – Evaluation – Adaption
 - Invite the Flow
 - Flow + Grit
- Hierarchy of Needs:
 - On Top: Self Actualization
 - Appreciation and Gratification

Orientation – Prioritization – Motivation
Maslow's Hierarchy of Needs



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https://en.wikipedia.org/wiki/File:Maslow's_hierarchy_of_needs.png

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Orientation – Prioritization - Motivation
Your Needs: Self-actualisation

- Step-by-step process
- Intrinsically driven completion of certain values or goals to **self-fulfillment**.
- Understand how your needs, relationships, and sense of self are expressed through your behavior **meta-cognition!**

„Selbstverwirklichung“ include:

- Care for yourself & the ones closest to you
- Utilizing and developing talents and abilities
- Pursuing **goals** to personal growth & with creativity,
- Transcendence and spiritual needs by helping others, compassion & empathy

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Invite the Flow:



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Flow & Grit:

- You know the Flow and how to get it:
- Your Individual Ritual as **Invitation to the Flow**:
now disturbing (no cell phone, no e-mails, no calls, no ...), good atmosphere,
good working place,
cup of tea,
your playlist/music,
...
- Focus & Concentration



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Flow & Grit: State of Flow

Your individual flow arises in the space between being overwhelmed and underchallenged, between boredom and stress and too much pressure, which can cause stress and anxiety.

You are in control of your work, your goals, and the time available.

You have a task that challenges you and matches your skills and competences.

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Flow & Grit:

Grit: Perseverance & passion

= the achievement of difficult & long-term goals:

- Some talent & industriousness,
- competence, skills & meta-cognition,
- the sustained & focused application over a long time:
- motivation, discipline, creativity & curiosity,
- creation of meaning in what you do

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Orientation – Prioritization - Motivation
Flow & Grit:
**Grit: Perseverance & Passion &
Inspiration**



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Satisfaction & Gratification:

- For example: chocolate, new novel by ...
cinema with friends, wellness
- Your personal rewards:
- ...



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YOUR Motivation

Inspiration Enthusiasm Creativity
Self-efficacy Success



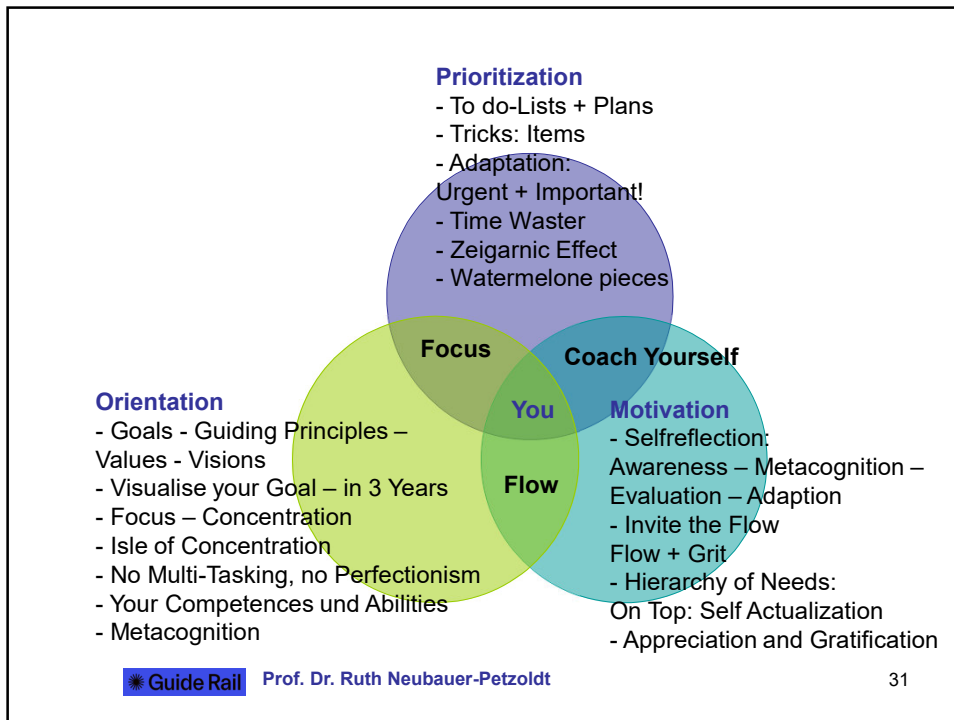
Self-Empowerment

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YOUR Motivation

High regard and appreciation
– to get & give

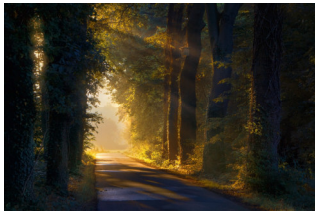





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Thank you very much
for your concentration & your questions &
your cooperation

I wish you
focus & motivation & success
in your professional & private life

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Offer for you, your colleagues and friends

Please contact me for
Individual Coachings and Workshops:
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