



FAST
forward.



THE PRODUCTIVITY SYSTEM FOR RESEARCHERS

Helping early-stage researchers lead projects with more confidence, more focus and less stress in just 7 weeks

October 2020

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Gradually build up and implement your personal productivity system with 7 modules in 7 weeks



GETTING STARTED

- Get familiar with the program
- Discover the different ways to get help and support
- Get to know the other participants



1. THE 12-WEEK VISION

- Determine your Personal Productivity Score
- Learn how to distinguish between your vision and goals
- Set long- and short term goals



2. THE PROJECT CHARTER

- Define the scope, boundaries and success criteria for your project
- Identify stakeholders and establish effective communication



3. THE RESULTS GENERATOR

- Learn how to structure a project so that you can get the full picture
- Define and size work packages
- Prioritise work packages



4. THE SPRINT PLANNER

- Learn how to select between project management approaches
- Plan increments of work (sprints)
- Set up systems to track progress



5. THE PRODUCTIVE DAY

- Learn how to structure your day for productivity
- Get familiar with different approaches to prioritise your tasks
- Implement time management tools



6. THE SPRINT

- Establish daily routines for sprint execution
- Build accountability to keep momentum both when working alone and in a team



7. THE IMPROVEMENT ENGINE

- Review sprint outcomes
- Install a continuous improvement system
- Reflect on your Fast Forward journey and determine your new Personal Productivity Score

Interactive, self-paced learning environment designed and optimized based on the feedback of more than 300 researchers

LIVE KICK-OFF WORKSHOP

Get to know the other participants in an interactive Live Session via video conference on the first day of the program.

THE FAST FORWARD PRODUCTIVITY SYSTEM

Learn a state-of-the-art agile project and time management techniques that take the uncertainty of a research environment into consideration.

7 ON-DEMAND IMPLEMENTATION MODULES

Work through the content of the program at a time and pace that works best for you: content modules with lectures, templates and workbooks are released on Saturday each week and available 24/7.



WEEKLY LIVE Q&A COACHING SESSIONS

Get guidance, answers to your questions and interact with the other participants during the weekly Live Q&A Sessions via video conference.

PRIVATE SOCIAL MEDIA COMMUNITY

Join our moderated, private social media community on Tribe.so and use the opportunity to ask questions, share your progress and interact with the other participants.

COURSE CERTIFICATE

Receive an official course certificate upon completion of the program, providing additional credentials for your future job applications.

Attendance of the weekly Live Q&A Sessions is mandatory to obtain credits and the course certificates

LIVE Q&A SESSIONS AT-A-GLANCE

- Weekly 60-minute live sessions via Video Conference
- Every Wednesday from 17:00-18:00 CEST (Berlin time) (a second session may be offered on Thursday at the same time, depending on the number of participants)
- Attendance of one session per week mandatory for credits and course certificates (please check with your program office for details)
- Get all your questions on the week's content answered
- Session recordings and transcripts will be made available inside the lecture portal



Optional deep work Implementation Sessions on Friday afternoon

IMPLEMENTATION SESSIONS

- Optional weekly 60-minute live sessions via Video Conference
- Every Friday from 14:00-15:00 CEST (Berlin time)
- Deep work session to get things done – with help available if and when you need it



The October Fast Forward Class starts with a Live Kick-off Workshop on October 5th and finishes on November 20th

SCHEDULE AT-A-GLANCE



What previous participants say about their Fast Forward experience

“ Taking this course has given me back my confidence that I can finish my PhD. I had lost my optimism about completing it in a satisfactory manner.

Birko, PhD Student

“ My mindset towards project management has changed a lot. I thought it was hot air but after the course I realize it is a powerful tool!

Thomas, PhD Student

“ The change in future projects will be positively tremendous. Since this 7 weeks training was only a window into feeling the change by small implementation.

Vinodh, Postdoc

“ I feel more productive, as the days run more smoothly, as I identify challenges and obstacles in advance, allowing me to plan in more time for the unexpected. Consequently, unexpected things are less stressing and late working hours reduced.

Tamara, Postdoc

“ Before knowing those tools and techniques, my project management was very poor and I felt I very dependent on other people. Yet after being aware of these techniques, I am actively pushing my project forward and have a clear vision how to get the job done.

Linh, PhD Student

“ I'm much more confident now about where I am and where I am going to with my project. I have a clear picture of what needs to be done, and what are the small steps. This provides confidence, that my goal is achievable and that I am on track of my project, which also reduces the stress levels.

Elena, PhD Student

“ I am overall very impressed with how much I have learnt during this period. My confidence was further boosted with compliments from my supervisor about how impressed he is with my current work speed and focus. I work stress-free these days, and look forward to each week with confidence.

Najeeb, PhD Student

“ I feel much better about my productivity, gained invaluable insights and implemented techniques that allow me to progress faster in my projects and most importantly keep track and stay ahead of the project by prioritizing and structuring tools. That again makes me feel much more confident in managing my projects and also helps to reduce my stress level.

Andreas, PhD Student

“ Clearly, the program boosted my productivity. Although this was 7 weeks of hard work and much time invested, I even gained time because I can now better use the time resources available. I will be confident to always have a reasonable draft in place when there is an expected deadline or when something is needed unexpectedly.

Matthias, Postdoc

What previous participants liked about the program design

“ What I enjoyed the most about Fast Forward was how easy it was to get help. Even though I had some trouble attending some the Q&A sessions, because of the time, it was easy to gain insight from the posts in community.

Mattia, PhD Student

“ Especially I liked the short movies as instructions. They can be watched and/or re-watched at any time. Hereby, the barrier to spend just 20 min. on Monday to get into the topic of the current module is reduced close to zero.

Armin, Postdoc

“ The community experience, which helped me feel I am not alone in being poorly productive! The course is also well-structured and the videos are short and to-the-point which made for an enjoyable learning experience.

Catherine, Biotech Company Group Leader

“ I liked the weekly work sheets, the daily check-in and Nadine as being ever-ready and replying seemingly effortlessly the most.

Felix, PhD Student

“ I loved the learning that comes with doing, as opposed to an information overload in a day.

Eli, PhD Student

“ I loved the atmosphere in the Q&A sessions. The support of the FB seminar room, the possibility of posting my goals and having a regular check in helped internalizing the goal-setting each week.

Johanna, PhD Student

“ Re-evaluating the way I organize myself on a daily and weekly basis and seeing that other people have similar problems and challenges in their productivity.

Imke, Postdoc

“ I really enjoyed the videos and the workbooks. I think both things together were a great tool to learn about project management. I also liked that there were so many options to get help if needed.

Lisa, PhD Student

“ I liked the videos at the beginning of each week that made one think about the new topic and then also made us apply this to our specific problems and projects. The flexibility of when to do the work is really good and made it feasible for me.

Isa-Maria, PhD Student

About Dr. Nadine Sinclair



Nadine is one of the Founding Members and Managing Directors of Mind Matters, a boutique consulting firm based in Malta.

Prior to founding Mind Matters, Nadine worked as an independent strategy consultant and executive coach in Munich, Germany. She also founded food brand, which she sold to a leading industry player.

Before embarking on her entrepreneurial journey, Nadine was a management consultant with McKinsey & Company for almost 6 years. In her role as a Senior Project Manager, Nadine led numerous large-scale projects in 20 countries both in the public and private sector.

She completed her PhD and MSc in Molecular Biology at the Max Planck Institute for Biophysical Chemistry in Germany and holds a BSc in Medical Biotechnology from the University of Abertay-Dundee in the UK.

Nadine has been delivering coaching and training for individuals and companies for more than 10 years and is a licensed NLP Master Practitioner, Emotional Intelligence Coach and Co-Active Coach.

She is passionate about helping high-achievers transform their productivity, leadership style and emotional intelligence using insights from neuroscience. *Fast Forward*, helps researchers implement the project management and productivity system described in her bestselling book *On Track*.

FOR VIDEO CASE STUDIES & FAQ VISIT

<https://mindmatters.pro/fastforward/>