

## Early career time management

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As a starting faculty member, learning how to manage your time effectively is key to balancing increasing demands on your time. Too often, tasks with diffuse and long-term deadlines (such as writing, research or career planning), fall down to the bottom of the priority list and your time is consumed by those with explicit, short-term deadlines (e.g., tomorrow's lecture). This session will discuss strategies for effective time management, for learning when and how to say no, keeping your students and yourself on schedule, and protecting your own time by building accountability mechanisms.

- Manage your time actively: plan your weeks, create and stick to a calendar
- Use an online calendar: add deadlines, block out teaching time, schedule meetings with your students, and BLOCK out writing time, check often
- Protect your time
- Learn when and how to say no and when to say yes: sleep on it
- It's ok to close your door
- Plan ahead
- Identify what matters most for your success (tenure) and plan time for those activities into your schedule
- Do your most important tasks early in the day
- Protect your time
- Create an accountability system: buddy, online groups, writing groups, peers
- Schedule time for course prep and then stop
- It doesn't have to be perfect, it has to be done
- Invest time early into creating efficient organizational systems for your work, teaching, research notes, bibliography software to save time later
- Know what goes into your tenure dossier and start early: create a folder each for RESEARCH, TEACHING and SERVICE on your computer and in your filing cabinet
- Keep your cv up to date
- Delegate what others can do for you
- Avoid decision paralysis: Break down goals into SMART tasks
- Seek help and feedback along the way, don't wait until it's too late
- Take care of yourself: stay healthy, eat well, exercise, spend time with family and friends, have ways to release stress
- Don't binge work
- Write every day- keep a writing log
- Keep track of where your time goes

### Keeping students on track

- Make expectations clear
- Meet with your students regularly, set semester and weekly deadlines, keep yourselves accountable
- Break down goals into SMART tasks
- Help them prioritize and discuss time management strategies with them
- Ask students to come up with an agenda for meetings, and to write and share notes from meetings with you (Dropbox, Google documents...)

Good resources:

Gabrys and Langdale. 2012. How to Succeed as a Scientist. Cambridge University Press

Boice. 2000. Advice for New Faculty Members. Allyn & Bacon, Pearson Education Press

Finding your balance:

<http://serc.carleton.edu/NAGTWorkshops/earlycareer/balance/index.html>

National Center for Faculty Diversity Faculty Success Programs:

<http://www.facultydiversity.org> (some of these are costly but ask if your department will support your participation)

**SPECIFIC  
MEASUREABLE  
ACHIEVABLE  
REALISTIC  
TIMELY**

Adapted from Covey (1990) The Seven Habits of Highly Effective People:

