Time Management Strategies

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“Play to Win”

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• Consider how you spent your time last week (or in a typical week) – what was the ratio of your time spent on teaching, research, service?

• How does this match up with the expectations of your institution?
Multitasking Myths

• Human brain not wired for it.
• Wastes more time than gains.
• Leads to mindlessness
• Successful people are not multi-taskers, but those who can focus on one task for short intervals.

Use Time Well

• Focus on the task at hand = mindfulness

• Take advantage of short time periods

• Schedule your thinking, planning, exercise, writing time and stick to it!

• Restrict your travels for “work.”

• Take a vacation and disconnect.
Dealing with Clutter

• Clutter is anything that has no current value, merit, or use.
• Clutter is clutter no matter where it is.
• *Clutter is postponed decisions.*

80-90% of paper in a file cabinet will never be accessed again (for computer files, it’s more like 99%)!
Interruptions

- Self-Interruption is the greatest distraction
- **Don’t** do it now – write it down!
- Close your door when you want to work in peace.
- You don’t have to answer that phone or respond to that email message!
Specific Time Management Strategies/ Exercises

- Your time should reflect your beliefs, goals, aspirations and *how you are being evaluated*.

- What are your biggest time management problems?
The Productive Environment Scorecard™

• Adapted from Meggin McIntosh, The Productivity Professor™

• Complete the survey honestly.
The Productive Environment Scorecard™

• 105 -117: Congratulations! You’re a model for the rest of us!
• 79-104: You’re on the right track, but there’s room for improvement.
• 53-78: You’re frequently stressed and have a sense that you’re not being as effective as you want to be (and need to be).
• 27-52: Disaster is looming if changes are not made soon!
• < 26: Get help immediately!
<table>
<thead>
<tr>
<th>Project/Commitment</th>
<th>1/21</th>
<th>1/28</th>
<th>2/4</th>
<th>2/11</th>
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<tbody>
<tr>
<td>Get office set up for semester</td>
<td>1 day</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Set up calendar for semester (personal and website)</td>
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<tr>
<td>Preparing for class</td>
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<td>Exercise/fitness</td>
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<td>Prepare for conference presentations</td>
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<tr>
<td>Attend seminar</td>
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<td>Research time</td>
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<td>Office stuff (daily upkeep)</td>
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<td><strong>Total Demand</strong></td>
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<td>6.5 days</td>
<td>8.5 days</td>
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<td><strong>Total Capacity</strong></td>
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<td><strong>Available to Promise</strong></td>
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<td>.5</td>
<td>&lt;1.5&gt;</td>
<td>&lt;2&gt;</td>
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</table>

Calculations made using an 8-Hour day (as if...)
Important/Urgent Matrix

(popularized by Steven Covey, “7 Habits of Highly Effective People”) Note there are “apps” for this now, that manage to-do lists in a similar manner
Gadgets, Apps and Tools

- Academic Ladder
- National Center for Faculty Development and Diversity
- Cutting Edge workshops
- Apps for to-do lists
- Sharable calendar apps (e.g., Google Calendar)
- Time tracker apps – evaluate time usage regularly
Do you have a favorite tool/app/system for time management?

• Remember that time management is about matching your values/goals with how you spend your time – no app can fix that problem for you, and...

• These tools only help if you actually use them, consistently.
Managing E-mail

- Turn off the automatic notification!
- Use filters for junk
- You get less if you send less.
- Don’t respond to trivia.
- Wait 24 hours for replying
- *Use the telephone!* You can often resolve issues quickly and save time!!
How do you say “No” to requests?

- “Nolympics” – partner with a buddy – earn a point each time you say ‘no’ to a request – reward yourself after some ## points!

- Force yourself to say ‘no’ to 3 things before saying yes.

- Can I complete this task (review, presentation, service) in the next week? If not, say ‘no’

- Am I meeting my own writing/productivity goals? If not, then I can’t say ‘yes’ to help others
“Plan for Margins”

— Richard Yuretich, Early Career Leader

• Arrive at meetings 10 minutes ahead of time.
• Leave spaces in your calendar before and after events.
• Build in preparation and decompression time.
• Build in follow-up and clean-up time.
• Always keep some time unstructured.
• Work is a part of your life. How much it occupies is up to you.
Work, Life, Tenure

- Work is an integral part of your life, but only part. Treat it as such.
- Tenure is part of a natural trajectory of success.
- Use plans to guide you in achieving your goals.