

Time Management Strategies

**Ben Laabs
& Tessa Hill**



“Play to Win”

Kerry Ann Rockquemore

National Center for Faculty Development & Diversity

- 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.

See: *The Organized Mind*, Daniel Levitan
and, *Brain Rules*, John Medina

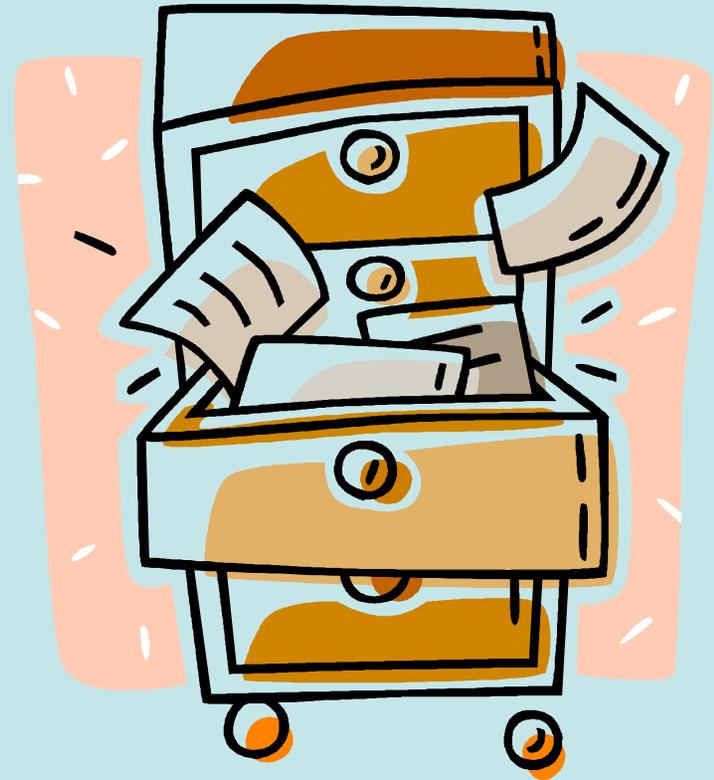
Use Time Well

- 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.

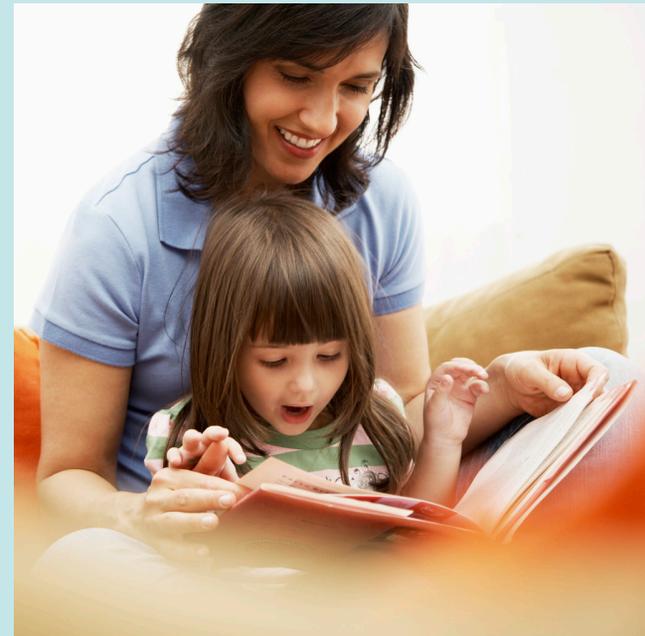
The Productive Environment Scorecard™

- 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!

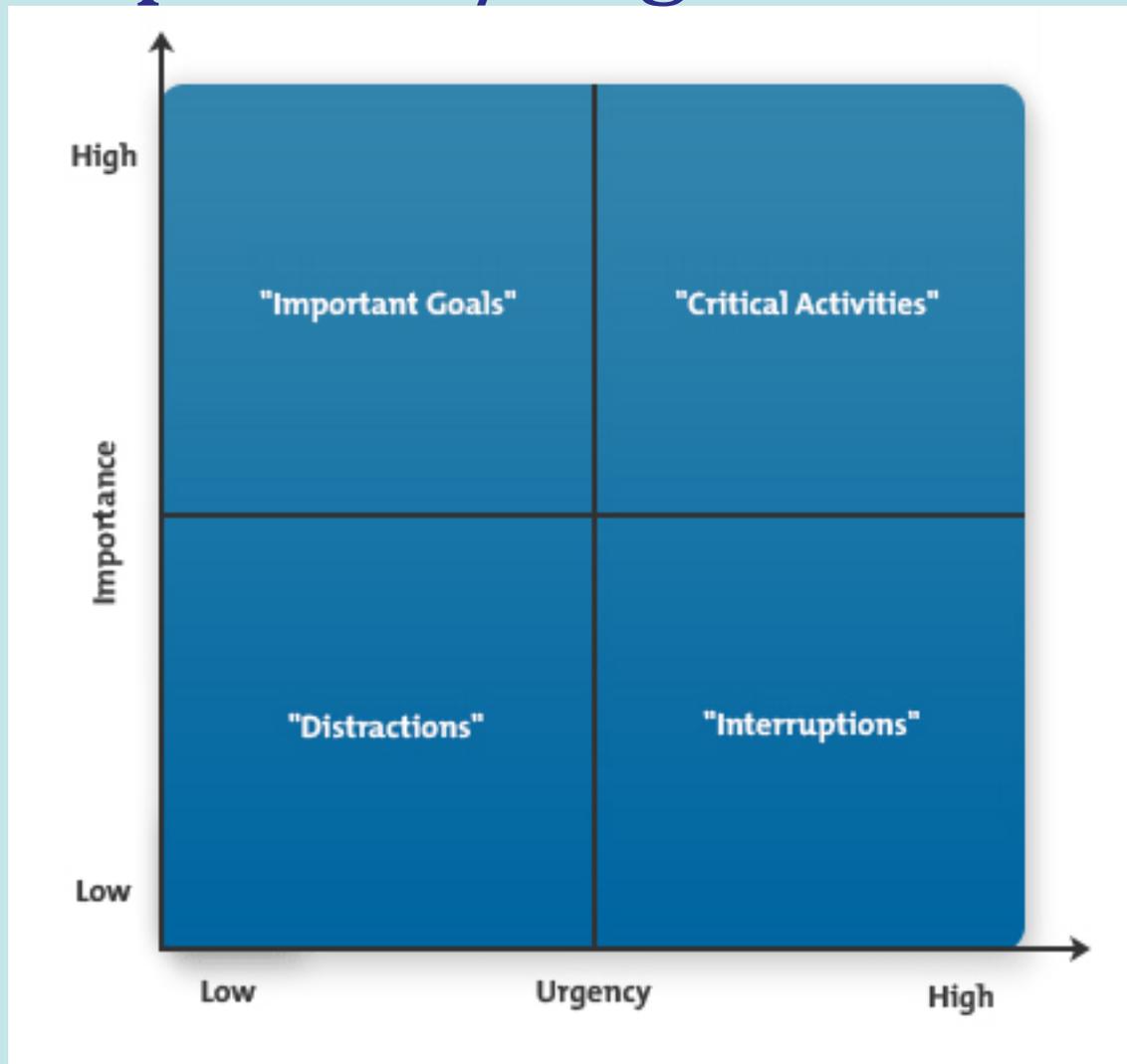
ATP: Available-to-Promise (Academic Example/by week)

Project/Commitment	1/21	1/28	2/4	2/11
Get office set up for semester	1 day			
Set up calendar for semester (personal and website)	.5 day			
Preparing for class	2 days	1 day	2 days	2 days
Exercise/fitness	.5 day	.5 day	.5 day	.5 day
Prepare for conference presentations	.5 day	.5 day	1 day	1 day
Attend seminar	1 day			
Meetings		1 day	1 day	1 day
Work on chapter that's due 2/15	.5 day	.5 day	.5 day	1 day
Advising/ mtg w/ stdnts		.5 day	.5 day	.5 day
Grading			.5 day	.5 day
In the classroom		1 day	1 day	1 day
Research time	1 day	.5 day	.5 day	.5 day
Office stuff (daily upkeep)	1 day	1 day	1 day	1 day
Total Demand	8 days	6.5 days	8.5 days	9 days
Total Capacity	7 total days	7 total days	7 total days	7 total days
Available to Promise	<1>	.5	<1.5>	<2>
Calculations made using an 8-Hour day (as if...)				

Available to Promise method (ATP)



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 your self 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.



