“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 compare to your own professional priorities, and with expectations of your institution?
Multitasking is a Myth

- 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
- Turn off non-essential notifications
Specific Time Management Strategies/Exercises

- Your time should reflect your personal and professional priorities
- Write down your time management problems (top three)
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>
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<th>1/21</th>
<th>1/28</th>
<th>2/4</th>
<th>2/11</th>
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<tr>
<td>Get office set up for semester</td>
<td>1 day</td>
<td></td>
<td></td>
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<td>Set up calendar for semester (personal and website)</td>
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<td>Attend seminar</td>
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</table>

Calculations made using an 8-Hour day (as if...)

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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
• Use programs that allow you easily archive unneeded emails, pin/star key emails, and snooze messages for later action
• 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.