

Time Management Strategies

Cynthia Hall
& Martin Wong



Reflect on your time management challenges

- What are some specific difficulties that you have had in managing your time?
- What approaches have you tried to attempt to solve these problems?
- Have these approaches been helpful or not? What approaches need tweaking and what needs a total revamp?

Everyone struggles with time management

BUT

There is no one-size fits all solution

Setting your goals and priorities



Setting your goals and priorities

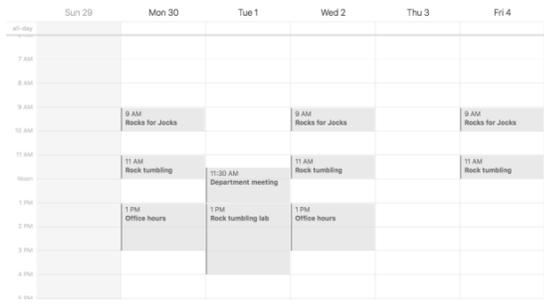
- What are your broad professional/career priorities over the next year to few years? How much % time to teaching vs. research vs. service?
- How do these align with the expectations of your institution? (do you know these?!)

Now consider how you spent your time in a typical week – is your actual time spent aligned with your priorities?

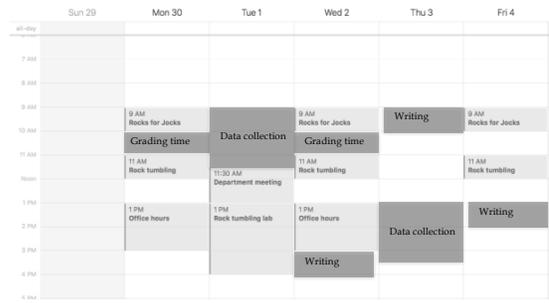
Dealing with mismatches in how you *want* to spend vs. how you *actually* spend your time

What are your personal barriers to better using your time to achieve your priorities?

Schedule time for you and your priorities



Schedule time for you and your priorities



Block out personal time too?

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

Project / Commitment	1/31	1/28	2/4	2/11
Get office set up for semester	1 day			
Set up calendar for semester (personal and school)	.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 2/10	.5 day	.5 day	.5 day	1 day
Advising/mtg w/ students		.5 day	.5 day	.5 day
Grading		.5 day	.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	8.5 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*

Available to Promise method (ATP)

Calculations made using an 8-Hour day (at 8.)

© Meghan McInnis, Ph.D. • The Productivity Professor™ • English on Excellence, Inc. • Lewis, NY • www.meghannic.com • 715.853.8360

Prioritizing your time with to-do lists

Martin Demo

5 remaining

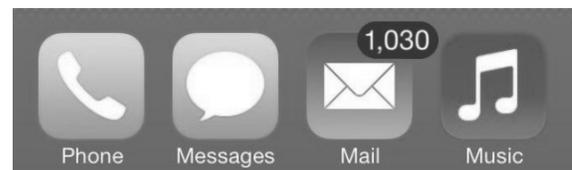
- Do that thing
- Grade paper set 5
- Feed the cats
- walk the dog
- Solve world's problems

- Know what you need to focus on when you have time
- Get it out of your brain!
- Digital vs. paper – keep it with you everywhere
- Can be as simple or complex as you like
- Review every day

Focusing your time

- Multi-tasking is a myth
- Try focusing intensively on one thing for short times
- Turn off non-essential notifications, don't check email
- Close the door!
- Use a timer?
- Accountability to others (paper writing group, etc.)

You (might) need a better way to do email



Managing E-mail



- Turn off the automatic notification!
- Use filters for junk
- Use programs that allow you easily archive unneeded emails, star key emails, and snooze messages for later action
- You get less if you send less.
- Don't respond right away/evenings - have designated email times?
- ***Use the telephone or talk face-to-face! You can often resolve issues quickly and save time!!***

Tracking your time

- Some find this a useful exercise
- You are a consultant to yourself
- This can help account for your time and make adjustments as needed.
- Programs to make logging hours relatively easy
- Programs to log your digital time (hours on email, social media, etc.)

Gadgets, Apps and Tools

- Peer Writing Group
- 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.

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

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.

