

Notes for Time Management Session

Q. How do we prioritize & organize our life?

- What works for different people?

All of us have multiple competing demands....

- What do we do?
- When do we do it?
- When do we delegate?

Perspectives on time management:

- 1) Prioritize & schedule your day
 - Organize & set goals
 - Can you file emails, tasks?

Q. What is your priority list?

- Create a running list to remind yourself of priorities
 - Does this email, task, lunch fit in the priorities?
- Use a “to do” list
 - You can prioritize this list
 - Pick times of the day as appropriate
(E.g. email doesn't take the same mental energy)

Say “NO!” to nonessentials

- Grant takes a long time, email gives quick satisfaction
- What will do the most good in the long-term
- Build in “flextime” – things come up
- What are the 3-4 key things that you can do today

Break up big tasks

- This particularly important for things you don't like to do
- Big jobs = many small job
- Suggestions for getting things done:
 - Inch per day
 - Someone you feel responsible to
 - “Vomit forth” (meaning just start writing)
 - Rewards/incentives
 - Leave everything set up, leave prompts for yourself
- Figure out how you use your time now
 - Decrease any distractions
 - Opens door vs. closed door
 - Use “Away” messages in your email
 - Careful with multitasking – doing several things well or doing too many things poorly

- Get sleep, take a break
- Do a quality job the 1st time
- Personalize time management strategies
- Make sure you don't say "yes" to too many things
 - Feel good about saying "NO"
- Is saying "NO" the same for junior and senior scholars/researchers
 - Can
 - Should
 - Can't

Which one is it? Pros & Cons list – someone to advise

- Is it ok to say no?
 - Present case & ask for clarification
 - Ask a mentor
 - Important to do it if answer is "Yes"
 - People would rather you say, "NO" than do a sloppy job
- Draw a line and don't say "Yes" all the time
- Be realistic about what "Yes" mean
- Balancing life & work

"Schedule" things that are important to you:

 - Yoga
 - Kayaking
 - Etc.
- Set boundaries – imaginary time clock
- Help each other out
 - "XXX, you seem stressed, are you ok"
- Time management doesn't just happen once
- Educate others about your commitments
- Look at what you look like
 - Would you choose your life?
- Set your own deadlines or you will never move forward
 - It is easier to finish things with fixed deadlines
- Work with others to sequence responsibilities
- Be careful with cutting down sleep

Tip of the day: Think of how long it will take, double it, and then change the unit of measure

- Organize your email inbox
- Have a “to go” file to take things with you

Benign neglect – don’t just ignore things

Don’t keep unimportant files.....

- It makes it harder to find things you need

Minimizing paper:

- Scan files
- Back-up hard drives
- Citrik

**Send requisition for back-up hard drive