



**MANAGING YOUR TIME: AN IMPORTANT TOOL  
FOR A BALANCED AND INTEGRATED LIFE**

# THREE CORE CONCERNS OF NEW FACULTY

- ✗ A More Comprehensible Tenure System
- ✗ A Stronger Sense of Community
- ✗ A Balanced and Integrated Life

**BOICE (1992) – “THE NEW  
FACULTY MEMBER”**



Studied faculty who did well versus faculty who struggled (first 3 – 4 years) –  
Developed Three Key Factors

- 1) Set limits on lecture preparation
- 2) Work during the week on research
- 3) Social Interaction and Networking



# IDENTIFY YOUR PERSONAL TIME ROBBERS

Attempting too much

Email

Inadequate Planning

MANAGEMENT BY  
CRISIS

Meetings

Socializing

Procrastination

POOR COMMUNICATION

Personal Disorganization

# COMMON TIME MANAGEMENT MISTAKES:

[HTTP://WWW.MINDTOOLS.COM/PAGES/ARTICLE/NEWHTE\\_88.HTM](http://www.mindtools.com/pages/article/newhite_88.htm)

- ✗ Mistake #1. Failing to Keep a To-Do List
- ✗ Mistake #2. Not Setting Personal Goals
- ✗ Mistake #3. Not Prioritizing
- ✗ Mistake #4. Failing to Manage Distractions
- ✗ Mistake #5. Procrastination
- ✗ Mistake #6. Taking on too Much
- ✗ Mistake #7. Thriving on “busyness”
- ✗ Mistake #8. Multitasking
- ✗ Mistake #9. Not Taking Breaks
- ✗ Mistake #10. Ineffectively Scheduling Tasks

# FIRST STEPS – PREPARE A PLAN

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- ✖ Set goals
  - + For your career
  - + For your broader life goals
- ✖ Prepare plan to reach these goals
- ✖ Organize yourself
- ✖ Learn to manage your time



# SETTING GOALS

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- ✕ Career Plans
- ✕ Life Plans
- ✕ SMART Goals
  - + List Goals
  - + Obstacles to achievement

# DEVELOP A PLAN

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- ✖ Should have a plan for each goal
- ✖ Should be specific
- ✖ Have timeframe for goals
- ✖ Need to consider obstacles in the road as well as assets or resources that can help you achieve your goals



# SCHEDULING

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- ✗ Weekly Plan with reserved blocks of time
  - + Research and Scholarly Activities
  - + Teaching
  - + Service
  - + E-mail/paperwork
  - + Free time
- ✗ Organize your day – Make Plan for the day
- ✗ Identify your most productive time of day/ days of week
- ✗ Don't forget errands, meal time, exercise

# PRIORITIZING

Figure 1: Urgent/Important Matrix







# **ORGANIZE YOURSELF**

Take time each week to clear off  
your desk



# REDUCE INTERRUPTIONS

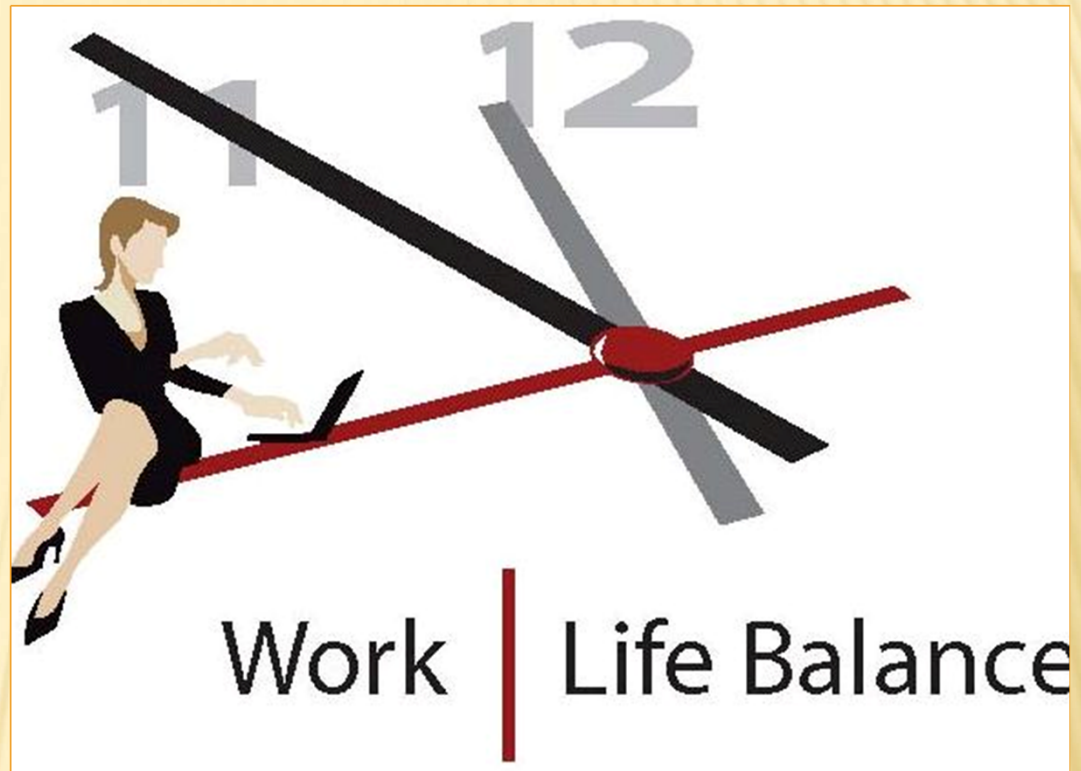
- ✗ Keep email in check
- ✗ Close office door or find other places to work
- ✗ Have assigned times to return phone calls
- ✗ Leave phone behind



# SAYING “NO”

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- ✗ 1. “I can’t commit to this as I have other priorities at the moment.”
- ✗ 2. “Now’s not a good time as I’m in the middle of something. How about we reconnect at X time?”
- ✗ 3. “I’d love to do this, but ...”
- ✗ 4. “Let me think about it first and I’ll get back to you.”
- ✗ 5. “This doesn’t meet my needs now but I’ll be sure to keep you in mind.”
- ✗ 6. “I’m not the best person to help on this. Why don’t you try X?”
- ✗ 7. “No, I can’t.”



**HAVE A LIFE!!!**



# Burnout

## Symptoms of the Stress-Arousal Stage\*

- ✓ Persistent irritability
- ✓ Persistent anxiety
- ✓ Heart palpitations
- ✓ Headaches
- ✓ Insomnia
- ✓ Forgetfulness
- ✓ Periods of high blood pressure \*
- ✓ Unusual heart rhythms (skipped beats)
- ✓ Inability to concentrate
- ✓ Bruxism (grinding teeth at night)



# Burnout

## Symptoms of the Energy Conservation Stage\*

- ✓ Lateness for work
- ✓ Procrastination
- ✓ Decreased sexual desire
- ✓ Turning work in late
- ✓ Cynical attitude
- ✓ Resentfulness
- ✓ Needs three-day weekends
- ✓ Increased alcohol consumption
- ✓ Increased consumption of coffee, tea, cola
- ✓ Social withdrawal from friends/family
- ✓ An "I don't care" attitude





# Burnout

## Symptoms of the Exhaustion Stage\*

- ✓ Chronic sadness or depression
- ✓ Desire to "drop out" of society
- ✓ Chronic mental fatigue
- ✓ Chronic physical fatigue
- ✓ Chronic headaches
- ✓ Chronic stomach or bowel problems
- ✓ Desire to move away from friends, work,  
and perhaps even family
- ✓ Perhaps the desire to commit suicide



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