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
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
- Meetings
- Procrastination
- Socializing
- Poor Communication
- Personal Disorganization
COMMON TIME MANAGEMENT MISTAKES:

- 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

- 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

- Career Plans
- Life Plans
- SMART Goals
  - List Goals
  - Obstacles to achievement
DEVELOP A PLAN

- 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

- 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
Figure 1: Urgent/Important Matrix

- "Important Goals"
- "Critical Activities"
- "Distractions"
- "Interruptions"
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”

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