

# Taking Charge of Your Career

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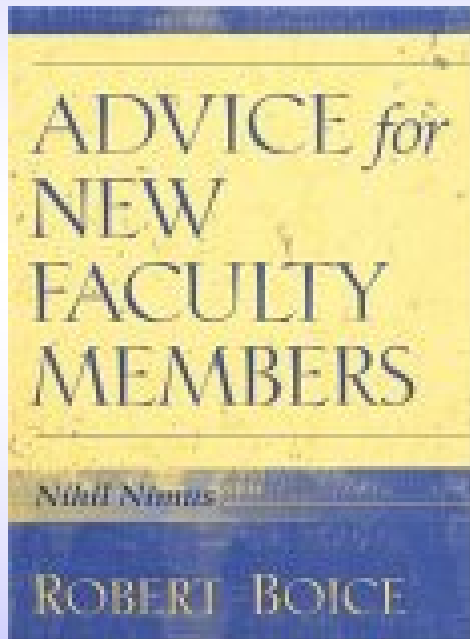


# Taking Charge of Your Career

- Take a few minutes to identify some of your goals for research and teaching as you begin your faculty career.



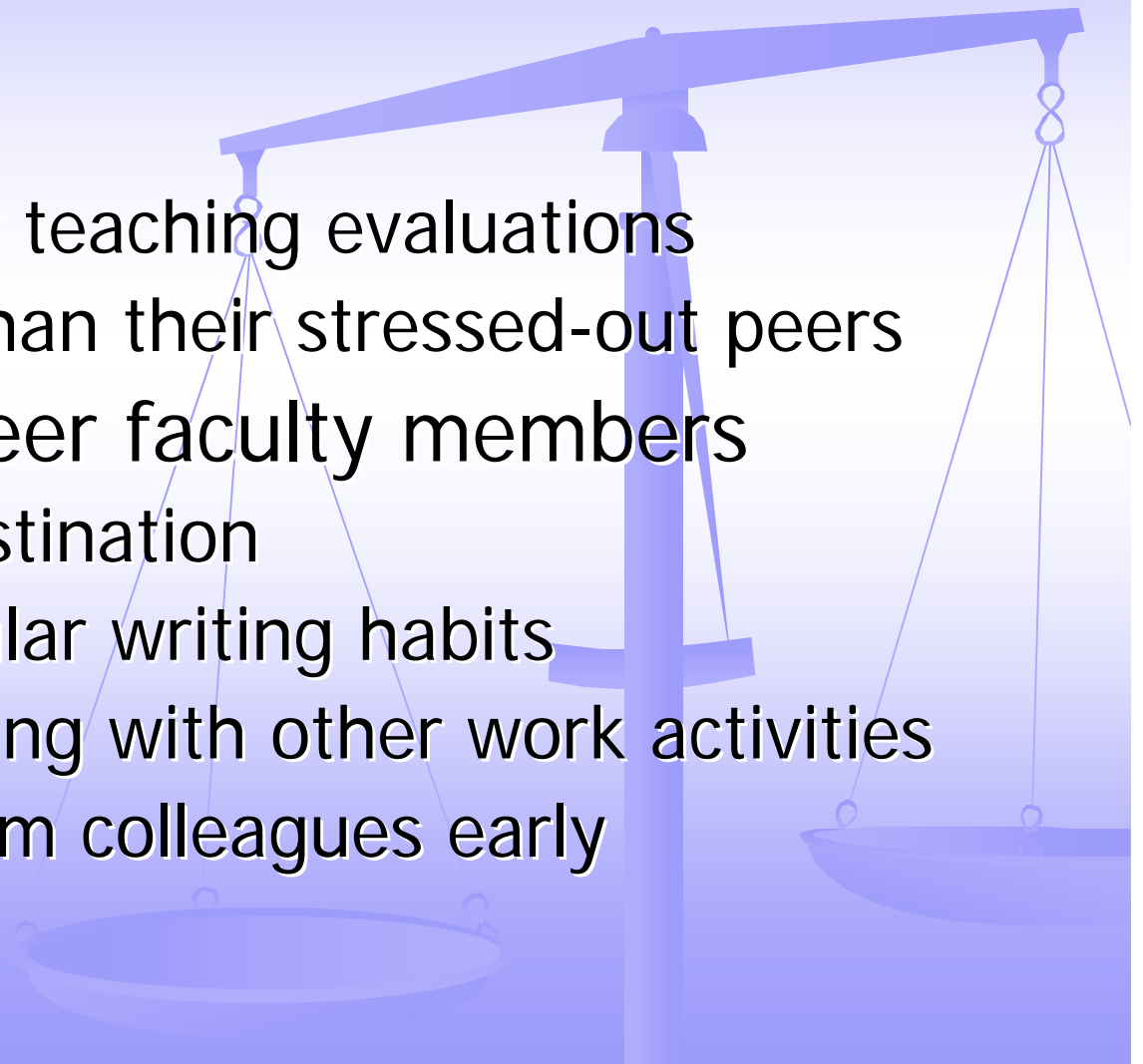
# What are the characteristics of thriving early career faculty?



Results of research by Robert Boice, who studied 415 early career faculty from two different institutions

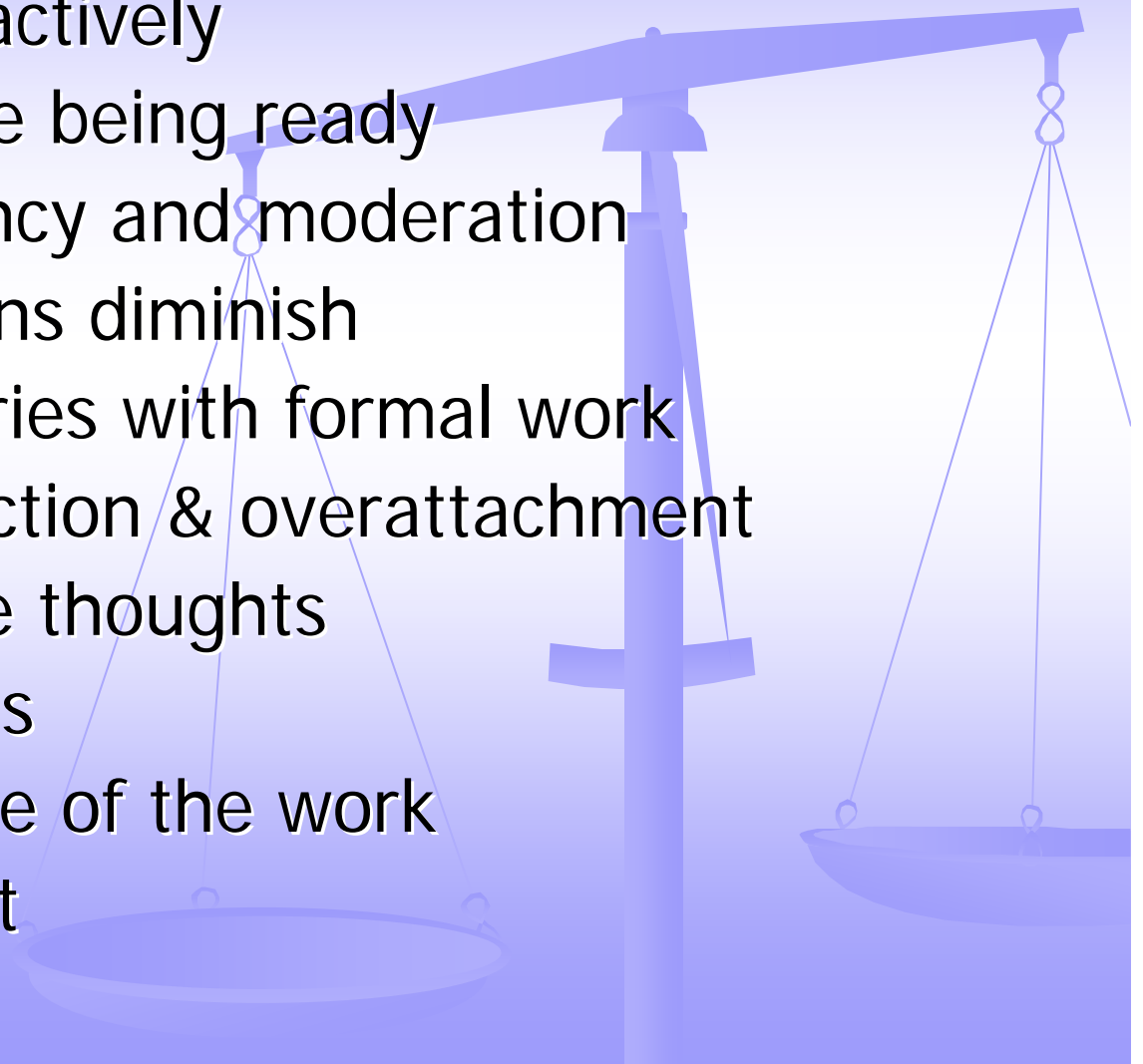
# “Quick Starters” - faculty who did well early in their career

- Quick starters
  - Published more
  - Received better teaching evaluations
  - Were happier than their stressed-out peers
- These early career faculty members
  - Avoided procrastination
  - Developed regular writing habits
  - Balanced teaching with other work activities
  - Sought help from colleagues early



# Boice's *Nihil Nimus* Approach

- Wait, patiently & actively
- Begin early, before being ready
- Work with constancy and moderation
- Stop, before returns diminish
- Balance preliminaries with formal work
- Moderate overreaction & overattachment
- Moderate negative thoughts
- Moderate emotions
- Let others do some of the work
- Limit wasted effort



# Our Synthesis of Boice's Advice

- **Mindfulness:** be aware of what you are doing at a given moment and focus your attention and energy on it in a productive way.
- **Regular schedule:** post a "normal operating schedule" and use it to guide your efforts, but don't become a slave to what you have created.
- **Take advantage of short time periods:** use 15 minute periods before class or lunch to write a few lines of a paper or jot down ideas for a project; you can really accomplish a lot this way.
- **Manage distractions:** keep your door closed, let the voice mail pick up the phone, stay away from e-mail when you want to focus.
- **Take a break:** get up for a stretch, a short walk, or a quick cup of coffee with a colleague or friend to refresh your thoughts and get back on track.

# Everything in Moderation

- **You can't be perfect:** don't worry if you have forgotten a task, or your class isn't completely organized; chances are nobody will notice.
- **Decline graciously:** you don't have to become "Dr. No" but don't over schedule yourself.
- **"Bulimia" (hypomania, dysphoria) is not healthy:** work, play, and live at a steady pace.
- **Talk to others:** seek advice when stuck, solicit ideas and help, but don't gripe about your lot in life.
- **Create a pleasant environment:** put on soft music, surround yourself with greenery, change the lighting and furniture. Whistle while you work.
- **Set realistic goals:** make sure that your eyes are not bigger than your stomach.