## Time Management Strategies

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## 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?

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Everyone struggles with time management

*BUT*

There is no one-size fits all solution

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## Setting your goals and priorities



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- 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?!)
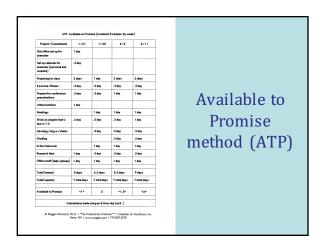
*Now consider how you spent your time in a typical week – is your actual time spent aligned with your priorities?*
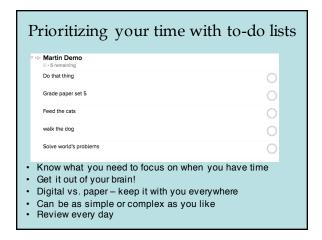
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Dealing with mismatches in how you *want* to spend vs. how you *actually* spend your time

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

## Schedule time for you and your priorities



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Block out personal time too?



### Available to Promise method (ATP)

## Prioritizing your time with to-do lists



- 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
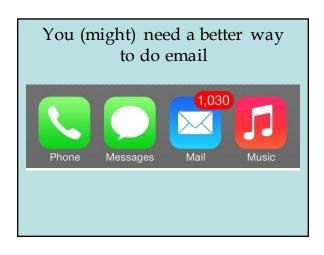- Can be as simple or complex as you like
- Review every day

## 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.