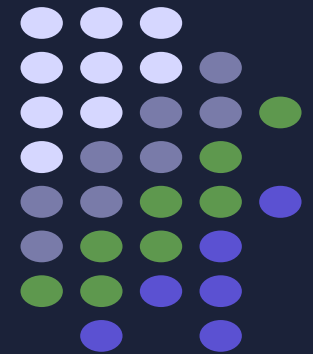
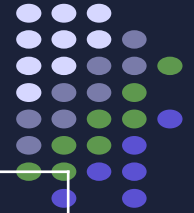


Priorities & Time Management

Andrea Danyluk
Williams College



My Story



Education	B.A., Vassar College (1984) M.S., Ph.D., Columbia University (1986, 1992)
Jobs (post PhD)	NYNEX Science & Technology (1990-94) Williams College (1994-present) Northeastern (2018-19 on leave from Williams)
Service	CRA-W, LACS, ACM Ed. Council, College and Research Community (ECML, SIGCSE)
Family	Married to Andrew (1984) Son (born 1992) Daughter (born 1994)
Fun	Family activities, time with friends, outdoors (hiking, skiing), travel

Seven places for your time



- Personal
- Partnership
- Family
- Home
- Job
- Friends
- Community

Seven places for your time



- Personal
- Partnership
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- Home
- **Job**
- Friends
- Community

Teaching
Research / Scholarship
Service: Department, School, Community
Career development
Advising and Mentoring



Seven places for your time

- **Personal**
- Partnership
- Family
- **Home**
- Job
- Friends
- Community

Physical (exercise)
Intellectual (reading)
Spiritual (meditation)

Just chores (cleaning)
Enjoyable tasks (cooking, gardening)

Time commitments will differ



- Different focus at different institutions (even within the category of “teaching colleges/ universities”)

Time commitments will change



- Status of career
 - Grad student
 - Pre/post tenure
 - Assistant / Associate / Professor
- Single/Married/Partnered
- Ages of children, parents, ...

Maintaining balance:

Know your goals



- Know your long-term and short-term goals.
 - Have goals for all your roles, not just work.
- Prioritize them.
- Use them as a guide.
- There are times when I find it useful to prominently post a list for myself.



“You will never ‘find’ time for anything.

If you want time, you must make it.”

Charles Bruxton

Maintaining balance:

Carve out personal time



- Put it on your to-do list.
- Schedule a regular activity (or a special one) with a partner or friend
- Streamline & parallelize
- Hire help when you can
- Get good child/parental care
 - Aim not just for care that gives you time, but for quality of care that gives you peace of mind
- Share responsibilities with friends & family

Time management: Enemies of effectiveness



- Mental clutter (and other clutter)
- Procrastination
- Perfectionism
- Overcommitment
- Indecision
- Poor prioritization



“It’s not enough to know the projects you’re working on.”

101 ways to make every second count: time management tips and techniques for more success with less stress by Robert W. Bly

Time management: Get organized



- To-do lists
 - Long term; Weekly; Daily
- Keep a calendar
- Break your day into manageable segments
- Be realistic about timing of tasks
- Allow time for interruptions and distractions
- Set aside time to review your schedule
 - Commit to revisiting and updating your schedule if you need to



“Why do hour increments work so well? Precisely because they give you a deadline - one hour - to get things done. Work expands so as to fill time available for its completion.”

101 ways to make every second count: time management tips and techniques for more success with less stress by Robert W. Bly



Time management: Overcome procrastination

- Break your task/day into segments
 - One-hour increments good
- Reward yourself for completed tasks

Time management: Overcome perfectionism



- Break your task/day into segments
- ~~Reward~~ Stop yourself
 - “I need to get at least 7 hours of sleep before the New Educators Workshop. I need to be done in time to make that happen.”
 - Schedule your fun activity first, limiting the amount of time you can spend on the task where perfection is likely to creep in.

Time management:

Design a good workspace



- A cluttered desk can mean a cluttered head
 - Develop a filing system that works for you
- Make the space comfortable
 - Don't underestimate the importance of a good chair, pen, cup of coffee...

Time management: Avoid distractions



- Set aside quiet time
 - It's ok to close the door from time to time!
 - Put it on your schedule/to-do list
- Set aside time for email, phone calls
 - Or, if you're like me and can't resist email, find a productive workspace where it's hard to read email
- Pick a time to work when others aren't there
- If a stray worry, idea, to-do item pops into your head, write it down and deal with it later.

Time management: Know yourself



- Acknowledge who you are
 - Fix the “bad” habits you want to fix.
 - Accept the habits you can’t / don’t want to fix.



One cannot manage too many affairs:
like pumpkins in the water, one pops up
while you try to hold down the other.

Chinese Proverb

Time management: Saying “yes”



- Saying “yes” to one thing means saying “no” to something else.
 - Or, at least, it means having less time for the things you’ve already committed to do.
- Does it fit into your goals?
 - Don’t fall victim to thinking you must take all career opportunities presented.
- Don’t do it out of guilt
 - Say “yes” or “no” to the task, not the person.
- Take some time before you decide.

Time management: Saying “no”



- Do it as soon as possible.
- Suggest someone who wants the opportunity.
- If you really want to say “yes”
 - Decline but indicate that you’ d like to be asked again. Indicate when you’ ll be available.
 - Set parameters.
 - “I can’ t review 10 papers, but I can do 5.”
 - “I could get it done in 6 weeks rather than 4.”
 - “I’ d need such-and-such resources...”

Life is full



- Family, friends, work will place demands on our time.
 - Pressures don't disappear; they evolve.
 - In a moment of “no pressure”, enjoy!
- Enjoy the positive
 - Our family and friends are amazing!
 - There are so many cool things we can do!
 - We have awesome jobs! (If you don't feel that way, maybe it's time for a change.)



Let reality empower you



- There are only 24 hours in a day, and you're human
- Live to your priorities





References

- Bly, Robert W. *101 ways to make every second count: time management tips and techniques for more success with less stress.*
- Prochaska-Cue, Kathy. *Thirteen Timely Tips for More Effective Personal Time Management.*
- Covey, Stephen. *The 7 Habits of Highly Effective People.*

With special thanks to



- Deborah Knox (2003)
 - Joan Francioni (2005)
 - Jan Cuny (2007)
 - Kathleen Fisher, Anne Condon (2008)
 - Carla Brodley, Carla Ellis, Judy Goldsmith, Tessa Lau (2009)
 - Marie des Jardins (2012)
- ... who've given similar presentations from which I've borrowed for this one.

Possible discussion points



- Ideas for
 - Getting out of a commitment gracefully?
 - Allocating thinking time; setting aside longer periods of time for projects that have high start-up/shut-down cost?
 - Dealing with a steady stream of students?
 - Coordinating time management with others (colleagues, students, partners, family, friends)?
 - Reconciling your need to manage time with the culture of your department/institution?