

Doing What Matters First

Time Management for Busy Professors

Tim Slater
University of Wyoming

CAPER Center for Astronomy & Physics Education Research
caperteam.com timslaterwyo@gmail.com

Primary Concerns

How concerned are you about the impact of each of these issues on your role as a new faculty member?

	Very concerned	Somewhat concerned	Not at all concerned
Time management	65	27	8
Grant writing	63	27	10
Developing a research program	63	32	5
Motivating students	60	38	2
Efficiently preparing for class	57	38	5
Preparation and submission of papers	54	35	11
Balancing work and family	49	44	6
Managing graduate students	44	19	37
Improving your end-of-course student evaluations	40	52	8

Doing What Matters First

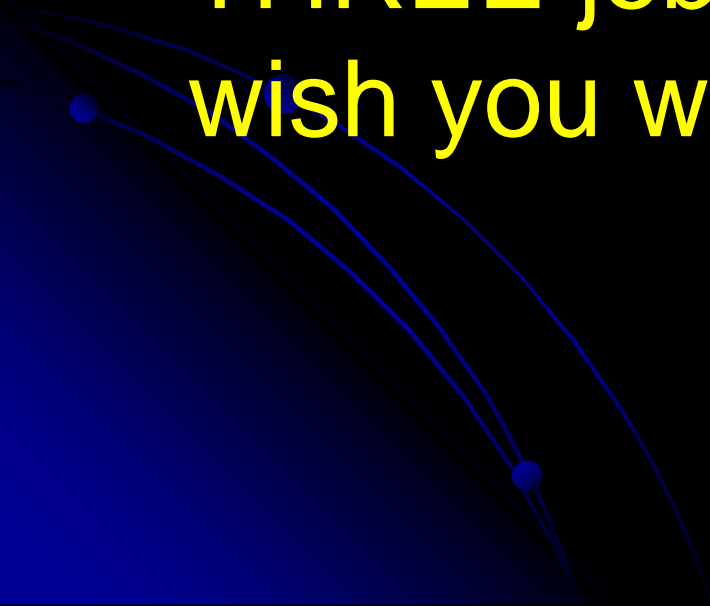
Time Management for Busy Professors

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- *The best thing about being a professor is the flexibility ... you can work any 80 hours a week you wish!*

Without talking to the person next to you...

- Now that you have been a faculty member for a little while, list **THREE** job-related things you wish you were doing **MORE** of?
- 

Figuring out what's most important

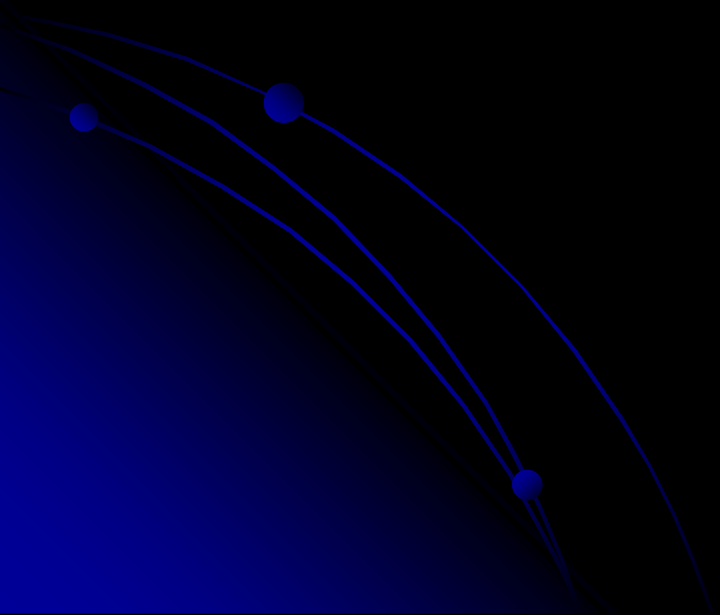
- Now that you have been a faculty member for a little while, list three job-related things you wish you were doing MORE of?
- If you could do just ONE of those three things on your list really well that would help you progress professionally, which one is it and why?

Figuring out what's most important

- Now that you have been a faculty member for a little while, what are three job-related things you wish you were doing MORE of?
- If you could do just ONE of those three things on your list really well that would help you progress professionally, which one is it and why?
- In a small group, ask volunteers to share ONE of the items. *Try not to offer solutions, but to focus on areas of improvement.*

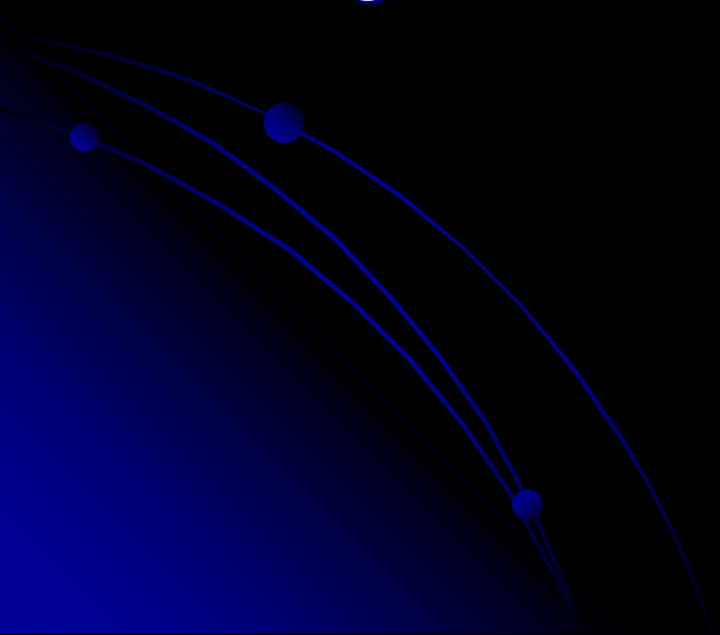
What is the consensus of the group?

- If you know what is most important, why aren't you doing it?
- Ok, if there is just not enough time
 - **What steals your time?**



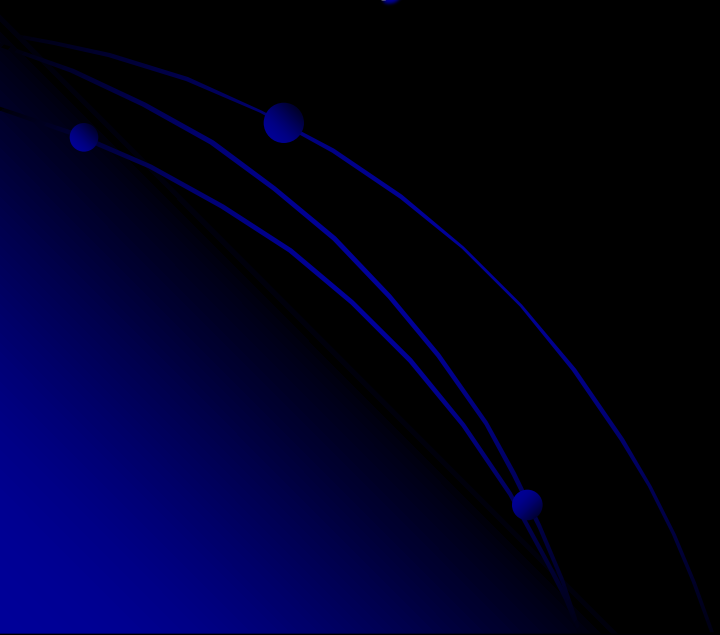
The Omnivore's Dilemma

If you can buy just about anything you could ever want in a grocery store, what do you decide to eat for dinner tonight?



The Academic's Dilemma

If you can do just about anything you could ever want to do during your work day, what do you decide to do today?

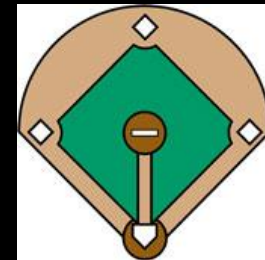


Successful time management is about keeping the main thing the main thing

- You can do anything you want; but you can't do everything
 - Technology sometimes fools us into thinking you can
 - You can have >200 friends using FaceBook
 - You can submit multiple grant proposals several times a day with NSF *FastLane*
 - You can deliver by email all of your students a homework assignment in a single click without going to the photocopier

Successful time management is about keeping the main thing the main thing

- You can do anything you want; but you can't do everything
- You have to identify what you really want
- You have to clearly define what success looks like, both for work and for non-work
- Life that frantically runs around touching all the bases doing a little of everything is a very unhappy life



You've got to know before it happens...

- Imagine a student comes to your office door for help on a HW problem...
- It's 415pm and you've got to hit submit on fastlane.nsf.gov by 5pm, what do you do?
- ***BOTTOM LINE:** If you don't know before it happens, you'll try to do both and do a lousy job of each*

Money Management Strategies

This only works if you know what is most important

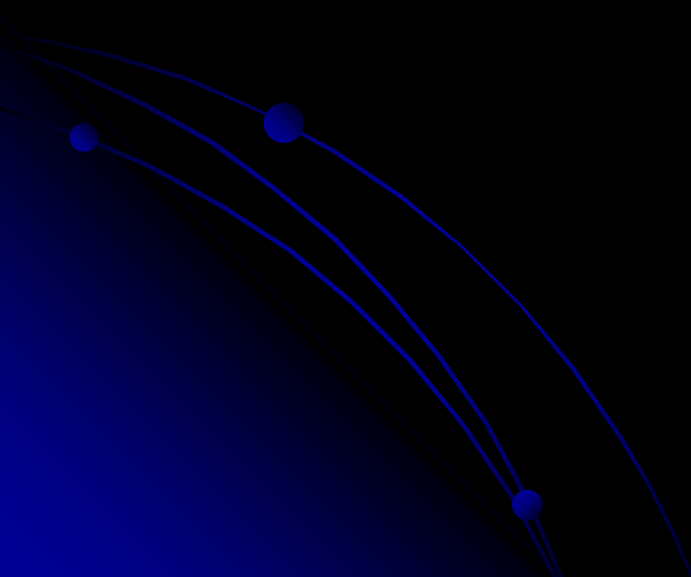
- Awareness of how you spend your money
- Awareness of what steals your money
- Barriers to people stealing your money



Time Management Strategies

This only works if you know what is most important

- Awareness of how you spend your time
- Awareness of what steals your time
- Barriers to people stealing your time



Time Management Strategies

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- Awareness of how you spend your time



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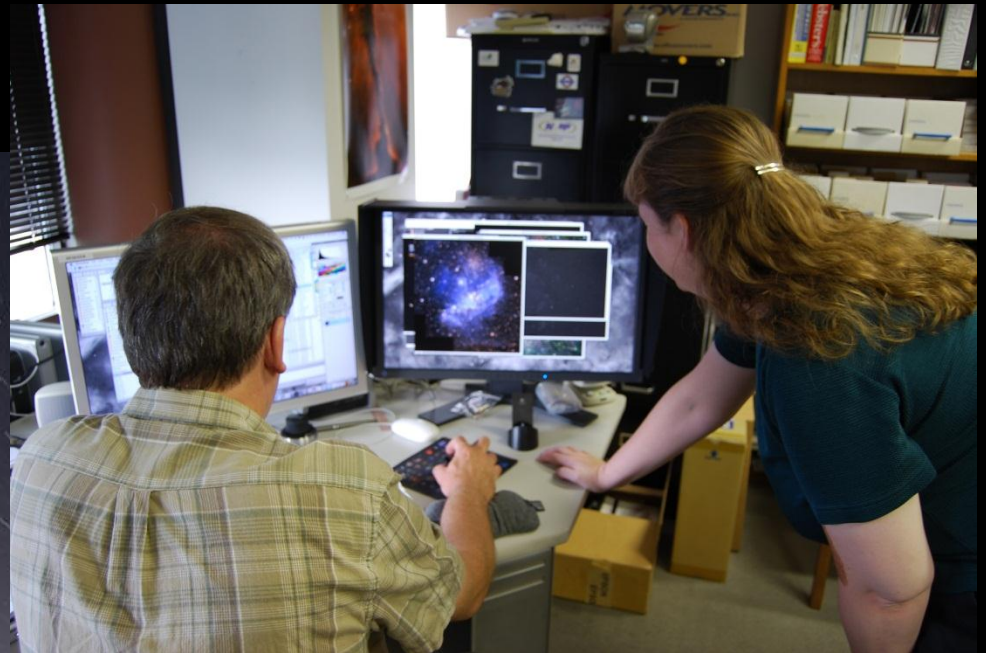
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- Computers can multi-task, humans can't



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BEST ADVICE:
Only Do ONE Thing at a Time !!!!

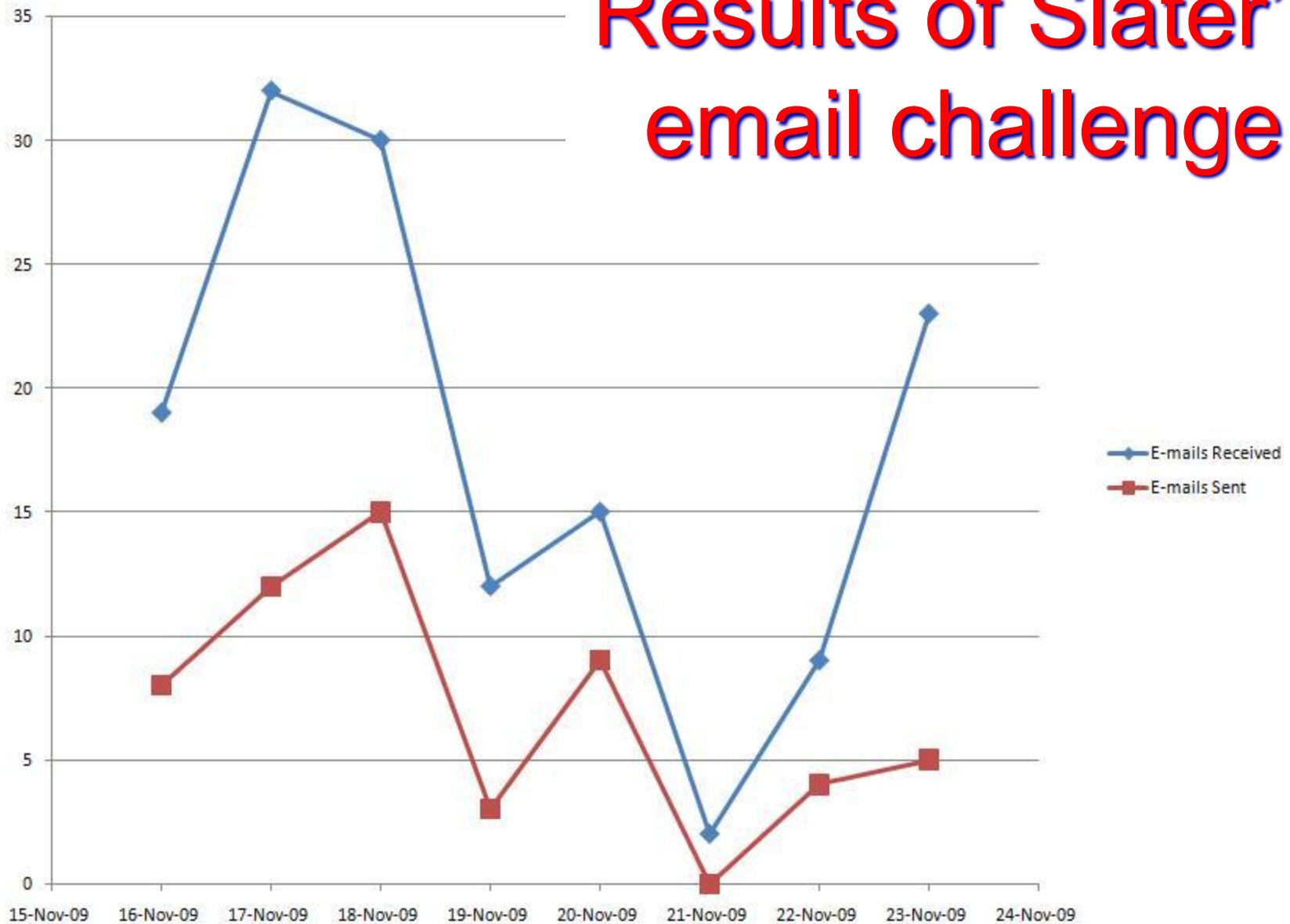
Time Management Strategies

This only works if you know what is most important

- Awareness of how you spend your time
- Computers can multi-task, humans can't
- Level 0: Email is on constantly and you notice every "receive"
- Level 1: Turn off your email for at least one hour per day
- Level 2: Don't access your email before noon
- Level 3: Don't access your email before 3pm
- Level 4: Set your email to SEND/RECEIVE only once a day



Results of Slater's email challenge



<http://cornerinteractions.blogspot.com/2009/11/you-can-close-outlook.html>

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Time Management Strategies

This only works if you know what is most important

- Awareness of how you spend your time
- Computers can multi-task, humans can't
- Batch your work – do all of your email at one sitting, then turn it off
 - Make a separate email address for your teaching, tell students that is how to contact you, and that you only check it every other day.
 - Students are enthusiastically happy if they know you if and when you will respond.

Time Management Strategies

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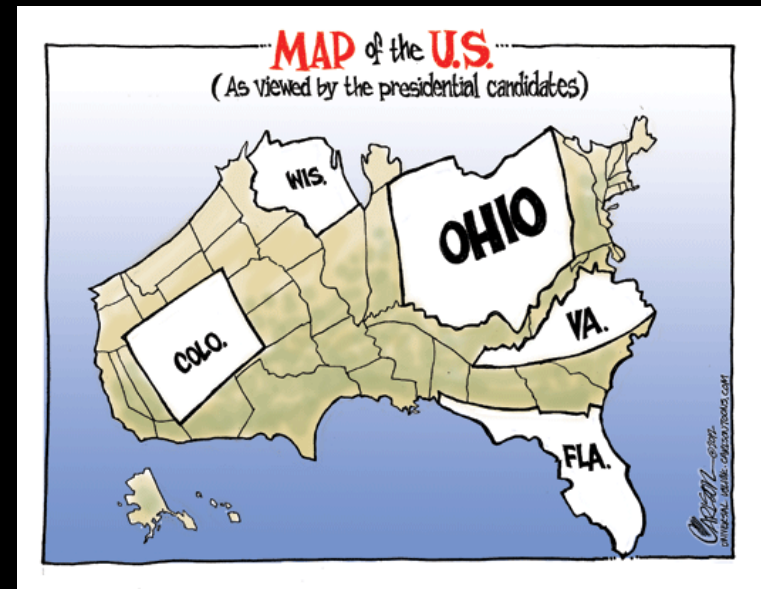
- Dedicate yourself to OHIO

O: Only

H: Handle

I: It

O: Once



Time Management Strategies

This only works if you know what is most important

- Awareness of how you spend your time
- Computers can multi-task, humans can't
- Batch your work – do all of your email at one sitting, then turn it off
- Dedicate yourself to OHIO
- When I sit down to do my 100+ emails in my inbox at the end of the day, I
 - Delete it
 - Respond in less than 2 minutes
 - Archive it
 - Put in a “to deal with on Friday” directory/folder

CONFESSION

*Yes, I fall off
the wagon
sometimes*

www.hassleme.co.uk

← → ↺ www.hassleme.co.uk ☆ C

HassleMe

*Because sometimes in life,
you just need to be nagged...*

Not eating enough fruit? Forgot to feed the fish again?
Need a little help keeping your New Year's resolutions?
Tell us what to hassle you about, and we'll nag you via email at
semi-unpredictable intervals.
HassleMe is unique because you **never quite know** when
your reminder will come along.

Set up a hassle now!

Hassle me **roughly** every days, reminding me to:

Send the emails to:

- We'll send you a confirmation email when you sign up.
- If you add more than one email address (separated by commas or semicolons) we'll pick one person at random for each hassle — good for offices!

Can we make the text of this hassle [publicly visible](#)?

☐ Yes ☒ No

CONFESSION

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www.hassleme.co.uk

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What are you doing right now?

What are you NOT doing?

How do you feel about it?

☐ Yes ☒ No

YOU NEED A SYSTEM TO CALL THINGS TO YOUR ATTENTION SO YOU CAN FORGET THEM

- *Your email inbox is an ineffective to do list*
- *My calendar is my to-do list*
- *Successful time management is about keeping track and batching similar tasks*

Day Week Month ☐ Show work week ☒ Show full week


Search Calendar



	15 Sunday	16 Monday	17 Tuesday	18 Wednesday	19 Thursday	20 Friday	21 Saturday
4:00							
5:00							
6:00	DONE						TO DO LIST
7:00						Keynote Talk at Colorado AAPT Meeting in Denver	
8:00							
9:00	Time Management Session at NFW						
10:00							
11:00			Weekly Research Meeting		Office Hours		
12 pm		ASTRO 101		Astro 101			
1:00		Weekly GTA Meeting					
2:00							
3:00							
4:00						Physics Colloquium	
5:00	Flight BWI to Denver						
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

Tasks: 0 Active tasks, 0 Completed tasks

Server Status ▾

 Show full week

Search Calendar

21 Saturday

purchase daughter
birthday gift

Tasks: 0 Active tasks, 0 Completed tasks

Server Status ▾

Day Week Month ☐ Show work week ☒ Show full week

◀ ▶
Search Calendar

	15 Sunday	16 Monday	17 Tuesday	18 Wednesday	19 Thursday	20 Friday	21 Saturday
4:00							
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6:00	DONE						TO DO LIST
7:00						Keynote Talk at Colorado AAPT Meeting in Denver	
8:00							
9:00	Time Management Session at NFW	advised students on classes	jeep oil change				draft final exam
10:00							get NSF budget appr
11:00	purchase daughter birthday gift		Weekly Research Meeting		Office Hours		review applic. files
12 pm		ASTRO 101		Astro 101			arrange travel to DC
1:00		Weekly GTA Meeting	submit travel receipts				review AJP manuscript
2:00			set up Facebook pag	LPI teleconference			draft NSF summary
3:00		catch up on email from DC trip	grade students assignments	Kevin calls me			
4:00						Physics Colloquium	
5:00	Flight BWI to Denver						call plumber
6:00							AAS Strat Plan
7:00							
8:00							
9:00							
10:00							
11:00							

Tasks: 0 Active tasks, 0 Completed tasks

What all is in my calendar?

- ☑ When I have recurring class, meetings, & tasks including exercise, birthday cards & lawn mowing
- ☑ Time dependent to-do items
- ☑ To-Do items with no deadline listed in Saturday column
- ☑ Done-items moved from Saturday column to either WHEN I did it (*for my reflective time accounting*) or to the Sunday column
- ☑ I color code weekend items that aren't moveable to-do items

You MUST know where you are going!!!

- Spend the first ten minutes at your desk quietly **PLANNING** instead of reading email or anything else!

TO DO ITEM	Must Do Today (Number)	Do Today or Tomorrow	For Another Day
	1		
		✓	
		✓	
	2		
			✓

Every Monday Strategy

- If you want to implement a new teaching strategy....
- Every Monday, I will assign a JiTT
- Every Friday afternoon, I will deal with my backed up email.
- Every class day I will do ONE *PI*-Clicker Q
- Every Tuesday afternoon, I'll work somewhere outside my building
- One day each month, reconsider your list of NEXT 10 title I'm going to write

Do you want to write more?

COMMON TRAIT

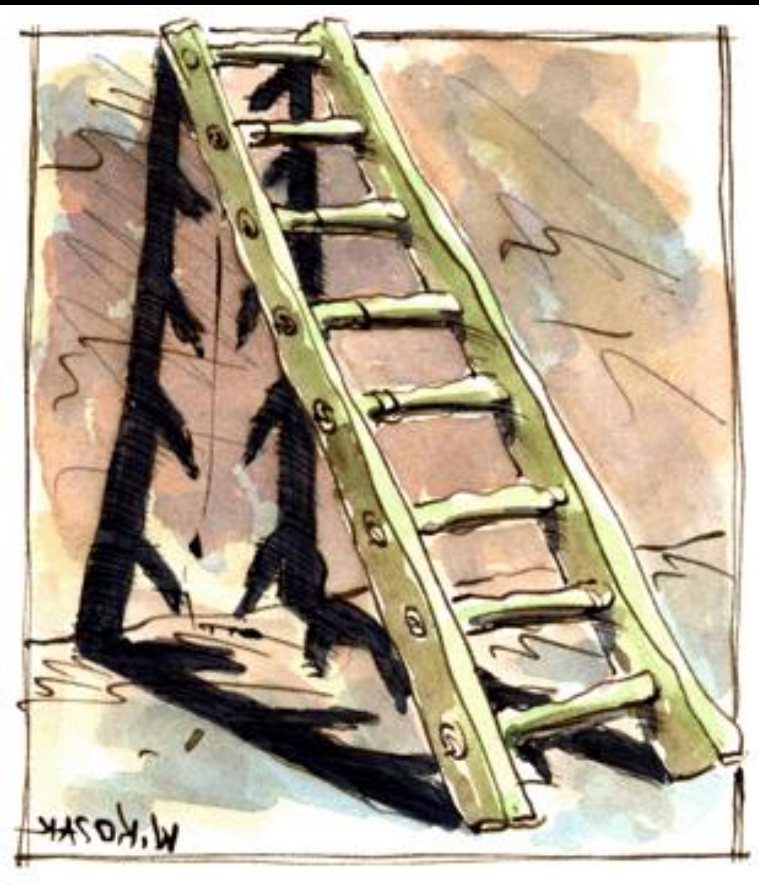
- People who write the most refereed articles, most grant applications, the most

WRITE SOME EVERYDAY

*Everyone's goals are different, but
I write 1,000 words every day
BEFORE I'm allowed to look at
my email*



Be sure to climb the right ladder



Pat is an assistant professor teaching 2 courses, one for majors (9 students) and one for non-majors (80 students) in a small department. Pat has 4 papers that are ever so close to getting out the door, a proposal due in a week which hasn't yet been started, a stack of ungraded mid-terms, and is three assignments behind in grading homework for his majors-class. Each morning, there is often a student to two in Pat's office getting help. Each afternoon you walk by Pat's office, Pat is madly banging out emails; the ones you get are often in incomplete sentences. Pat is often late to meetings and class, bursting in apologetically, but out of breath. Pat always responds to "how are you?" with "crazy busy." Everything seems like an interruption to Pat, so you don't speak much anymore. If you were Pat's chair, how would you advise Pat?

You are going to slip up occasionally

- ☑ Dust yourself off, and recommit to doing what matters most instead of what is in front of you
- ☑ Watch an Internet video on time management
 - ☑ *Time Management Video by Randy Pausch*
- ☑ Read a book on time management
 - ☑ *7 Habits of Highly Effective People*
- ☑ Attend time management workshops at your institution (*new trick every time*)

Task

- Write **down three specific things** you are going to do in the next two weeks to enhance the way you manage your time so you can focus on what is important instead of what is in front of you

My greatest fear is
that I'll look back
on my life and not
know what I've
done with it –

unknown

timslaterwyo@gmail.com

thebusyprofessor.wordpress.com

#aaptnfw

“Which time management strategy do you think will work best for you?”