

# **TIPS FOR TIME MANAGEMENT**

**Jan Cuny ... and many others**

- 1. DO LESS**
- 2. DO IT MORE EFFICIENTLY**
- 3. ENJOY IT MORE**

# DO LESS

## \* **PRIORITIZE**

Not everything is equally important  
Know your short and long term goals

## \* **LEARN TO SAY “NO” (POLITELY)**

Beware of volunteering  
Don't say “yes” when you mean “no”  
Realize opportunities will come again  
Don't say “yes” on the spot  
Be nice about saying “no”  
Realize that you will also be busy in 6 months

## \* **DELEGATE**

Secretaries, grad students, undergrads, spouse, ...

# DO IT MORE EFFICIENTLY

## \* BE ORGANIZED

Disorganization is not genetic

## \* MAKE A SCHEDULE

Daily, Weekly, Quarterly

Avoid fragmented time

Know how much time things are worth:

Avoid “the do it til it’s done” mentality,

Schedule crises?

Settle for “Good Enough”

Build in trade-offs

## \* STAY FOCUSED

Learn to switch contexts fast

Don’t thrash

Don’t confuse hard work with hard thinking

# **DO IT MORE EFFICIENTLY (continued)**

## **\* KNOW YOURSELF**

Be aware of your most productive times/  
places

Develop your own strategies

Take care of yourself

## **\* TRADE TIME FOR MONEY**

## **\* BEWARE OF E-MAIL**

Read it once

Compress it and forget it

## **ENJOY IT MORE**

- \* KNOW WHAT YOU FIND MOST REWARDING, FOCUS ON THAT STUFF**
- \* TAKE BREAKS, EXERCISE, GO ON VACATION**
- \* MAINTAIN A BALANCE**
- \* MAINTAIN PERSPECTIVE**

# **MAKING IT WORK WITH KIDS/LIFE**

## **\* ACCEPT THAT PARENTING/LIFE TAKES TIME**

Realize that you will have more and less productive times in your career

## **\* ACCEPT THAT YOU ARE NOT A STAY AT HOME PARENT/...**

Be a “good enough” parent??

## **\* FOCUS ON THE IMPORTANT/FUN STUFF**

## **\* GET LOTS OF HELP**

Other parent?

Get great daycare, after school care

Networks of parents

## **\* GET REDUCED TEACHING LOADS WHEN NEEDED/APPROPRIATE**

## **\* REALIZE THAT THE BEST LAID PLANS FALL APART OCCASIONALLY**

## **\* MAINTAIN A SENSE OF HUMOR**