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