

# **Time Management and Family Life**

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# Time Management Advice I Gave Early-Career Faculty as Department Chair

- Teaching is important, but don't let it take all of your time
  - Limit hours available to students (work outside your office sometimes?)
  - Teach each course you develop several times
  - Don't reinvent too many wheels
- Make sure your work with research students is focused towards producing research output: ideas, software, publications

# Time Management Advice I Gave Early-Career Faculty as Department Chair, continued

- Be a good departmental citizen but don't overdo it; people will love you but it won't get you tenure
- Get started with professional service before tenure review but don't overdo it; select opportunities that help your research career
- Productive time, not hours logged, is the key – know yourself, your need for balance in life, how productive your work time really is

# Time / Career Management Advice I Gave Early-Career Faculty as Department Chair

Don't try to be a full professor as an  
assistant professor

# Things I Did as an Untenured Professor

## Research

- Grant support from other faculty first summer, first grant in second year, multiple grants started later
- About 3-4 graduate students / year by 3<sup>rd</sup> year
- Wrote reasonable number of papers and one book
- Designed software, students did programming
- About 3 conference, 5 colloquium talks / year
- Developed research collaboration with local laboratory
- Got a great colleague!

# Things I Did as an Untenured Professor, cont'd

## Teaching

- Taught 6 courses (only 4 really different), most several times

## Service

- Departmental search, executive committees (young dept)
- Local arrangements chair for national meeting
- Vice pres. and president of regional professional group
- First editorial position start of 6<sup>th</sup> year
- Organized several conference sessions, gave one short course

# Things I Did as a Beginning Full Professor

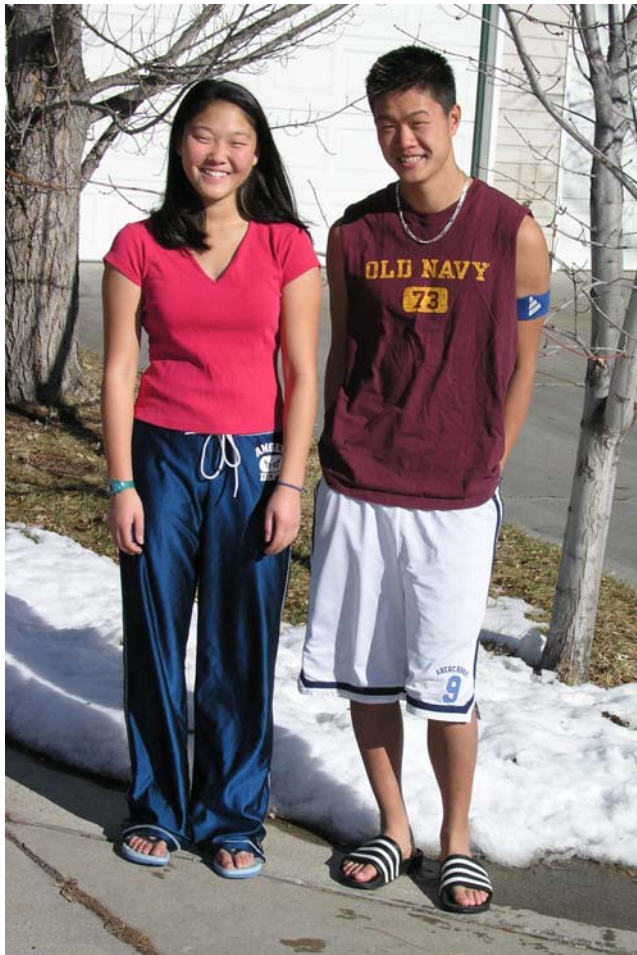
- Headed department-wide research infrastructure grant
- Supervised about 7 graduate students / year, on multiple / larger grants
- Wrote more papers, with more student participation
- Taught fewer courses (but moved into new area)
- Branched into new research area and stayed in old one
- About five conference talks / year, turned down others
- Lots more university and professional service including multiple department/college/campus committees; first college-level leadership role; several professional society officer/board/committee positions; started new professional society group; four editorial positions

# General Time Management Principles

- **Organize**
  - What needs doing (lists! – daily, weekly, monthly)
  - Where you'll be working
- **Prioritize**
  - Do what's most important, not what's easiest
- **Constrain**
  - Know how much time a task is worth / you can afford
- **Delegate**
  - Students; departmental staff; household help
- **Just say no (nicely)**



# Reflections on Family / Life and Career



# Reflections on Family / Life and Career

- You need to decide what is important to you and enforce your priorities, the world won't do this for you
  - some personal examples :
    - NSF PI meeting on Mother's Day
    - Early morning meetings vs. child care
- Children still needs lots of attention after they turn \_\_\_\_\_ (1? 5? 13? 20?)

# Reflections on Family / Life and Career, continued

- Dual careers and children requires accommodation, compromise, planning
  - Travel; work schedules; family responsibilities
- Can you have an academic career and still have time for
  - Children's activities?
  - Community service?
  - \_\_\_\_\_?

Answer: see first bullet on this topic

# Reflections on Family / Life and Career,

- **You need to decide what is important to you and enforce your priorities, the world won't do this for you**
- **Can you have an academic career and still have time for**
  - Children's activities?
  - Community service?
  - \_\_\_\_\_?

Answer: see first bullet on this topic

# Closing Thoughts on Life and Career

What do tombstones say?

You all are major successes already