

TIME MANAGEMENT

IGERT Professional
Development
Emily Myers
Letty Naigles

CHALLENGES



■ Service ■ Teaching ■ Research



■ Sleep ■ Family/Recreation ■ Eat ■ Work

TIME MANAGEMENT= WORKING EFFECTIVELY

1 day = 24 hrs

Must sleep, eat, breathe, exercise, see family & friends

Where does the time come from?

Good News: You have more time than you think you have.

REFLECT

- ◆ Where do you do your best work?
- ◆ When do you do your best work?
- ◆ What's the environment like? Noisy or quiet?
- ◆ Do you work best alone or in a group?
- ◆ What is the most difficult/cognitively challenging/important work that you have to do in a given week?

- ◆ Ask successful people around you: how do you schedule your work?

TIPS FOR TAKING CONTROL OF YOUR SCHEDULE

- ◆ Block off time for work/writing/research tasks like you block off time for class
- ◆ Schedule your hardest/most important tasks during times when you have the most mental resources
- ◆ Try not to let other obligations intrude (this gets easier as you get more power, aka a faculty job)
- ◆ Self care: Block off time for other important things—lunch with friends, exercise, etc.

A PERSONAL EXAMPLE

8 – 9 L-COM	8 – 10:30 LCOM	8 – 9:30 LCOM	8 – 9:30 LCOM	8 – 10:30 GAIN FINALIZE
9 – 12p office hours: make midterm	9 – Heidi c	9:30 – Iliana	9:30 – 11 Enroute to Haskins	10:30 – Lisa Mueller H
		10 – Xin		
		10:30 – Stephanie		
	11 – 12:30p GAIN: ROI dump	11:15 – 12:05p LAB MEETING	11 – 12p Julia Irwin & Pam	11:30 – Navin
				12p – Sayako fMRI
12:20p – 1:10p Talk Shop	12:30p – 1:30p faculty meeting	12:30p – 1:30p SLHS Colloquium	12:30p – 2p ☑ Aslin talk	1p – Julia Drouin
1:30p – 2:30p GAIN poster prep	1:30p – 2:30p ☑ Xin Record Sentences		=	
2:30p – 3:30p Phonetics	2:30p – sahil	2:30p – 3:30p Phonetics	2p – 3p A40 Meeting	2:30p – 3:30p Phonetics
	3p – Kristen Fagan A			
3:30p – 6p SLHS Reception, Student Union Ballroom	3:30p – 4:2 PAC -----	3:30p – 4:30p Psych Colloquium	3:30p – 5p Enroute Home	
	4p – 5p Lecture on Time Management			

PRO (FACULTY) TIPS FOR SCHEDULE CONTROL

- ◆ Consider return on investment
 - ◆ “I could spend a lot of time making these slides pretty for my presentation on time management—but how much will that matter?”
 - ◆ For some of us, teaching is one thing that can grab a disproportionate share
- ◆ Schedule student meetings strategically
 - ◆ In blocks
 - ◆ 30 minutes? 15 minutes? An hour?

WORKING MORE EFFECTIVELY: WHAT DOES PSYCHOLOGY TELL US?

Encoding Specificity

Positive and Negative Reinforcement

Cooling Hot Stimuli (a.k.a. minimizing
distraction)

Social Pressures

ENCODING SPECIFICITY

The immediate physical environment is a cue to memory

If possible, work in the same location on the same projects

- Working on your grant at the same chair in the same desk will help you more quickly retrieve the information you were working on

POSITIVE & NEGATIVE FEEDBACK

Positive Feedback: REWARDS

- “If I can get 500 words written in the next 30 minutes, I can have five M&Ms.”

Negative Feedback: PENALTIES

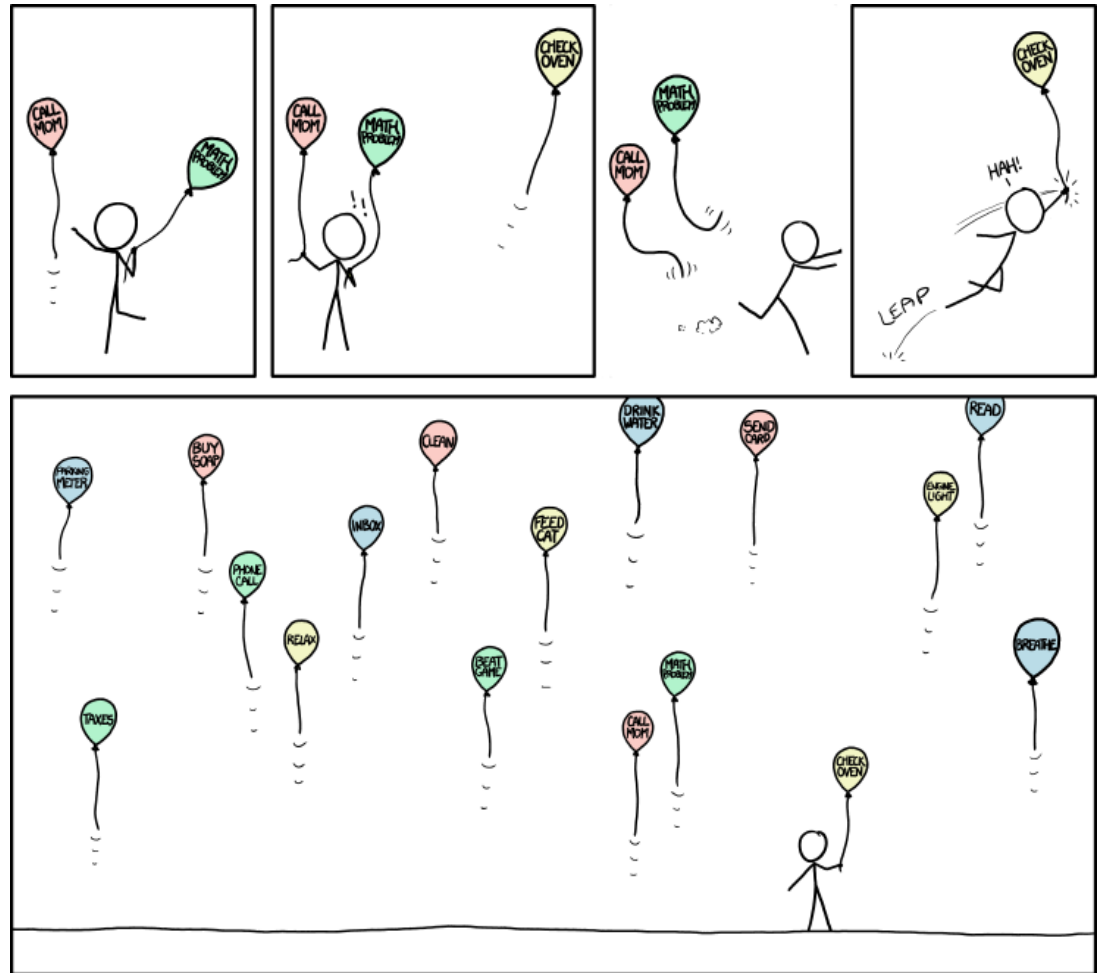
- “I can’t watch *Mad Men* until my Specific Aims are done.”



MINIMIZING DISTRACTION

“A wealth of
information
creates a
poverty of
attention”

▪ HERBERT SIMON



MINIMIZING DISTRACTIONS: DON'T RELY ON WILLPOWER ALONE

Choose your location wisely

- Your office? The library? A coffee shop?

Limit the options

- Turn off email
- Turn off distracting sites
- Turn off your cell phone
- Turn off the internet!

Don't work with time-sinkers

FOR EXAMPLE: STAYFOCUSD

The image shows a screenshot of a Chrome browser window displaying the StayFocusd extension page on the Chrome Web Store. The browser's address bar shows the URL <https://chrome.google.com/webstore/detail/laankejkbhbdhmfmgcngdelahfoji>. The page header includes the StayFocusd logo, a 5-star rating with 1637 reviews, and a green 'ADDED TO CHROME' button. Below the header, there are tabs for 'OVERVIEW', 'DETAILS', 'REVIEWS', and 'RELATED'. The main content area features a preview of the extension's options page, which includes a sidebar with navigation links like 'Max Site Allowed', 'Active Days', and 'Active Hours'. The main content of the options page is titled 'The Nuclear Option' and contains the following text: 'Have you found StayFocusd useful? Please make a donation!', 'The Nuclear Option: Activating this option will block sites for the number of hours you indicate, independent of your Active Days or Active Hours. There is no way to cancel this once you activate it.', 'Which sites do you want to block?' with radio button options for 'ALL websites', 'ALL websites EXCEPT those on my Allowed Sites list', and 'ONLY websites on my Blocked Sites list', 'What do you want to block?' with radio button options for 'The whole site' and 'Just certain types of content (SmartBorro)', 'For how long?' with a spinner set to '1' hour, and 'Starting when?' with radio button options for 'Right now', 'When my Max Time Allowed has been exceeded', and 'At a specific time'. A 'NUKE 'EM!' button is at the bottom of the options preview. To the right of the preview, there is a 'Donate' button and a paragraph of text: 'your high-school crushes, facebook photos, watered your plants on Farmville, and lost a week's pay playing online poker. What you haven't done is WORK. StayFocusd is a productivity extension for Google Chrome that helps you stay focused on work by restricting the amount of time you can spend on time-wasting websites. Once your allotted time has been used up, the sites you have blocked will be inaccessible for the rest of the day. It is highly configurable, allowing you to block or allow entire sites, specific subdomains, specific paths, specific pages, even specific in-page content (videos, games, images, forms, etc). StayFocusd was developed by Warren Benedetto at Transfusion Media (http://www.transfusionmedia.com), a Los Angeles based creative studio specializing in web design, PHP/MySQL programming and Flash development.'

SOCIAL PRESSURES

Support each other

- Set deadlines, and share your goals with your friends, labmates, classmates, family (even advisor)
- Root for each other, generate consequences

If there's something you'll only do with a gun to your head . . .

. . . it helps if someone else is holding the gun.

ONE EXAMPLE: THE POMODORO TECHNIQUE



GOAL: work in intense 25 minute intervals (“pomodoro”), 5 minute break after each

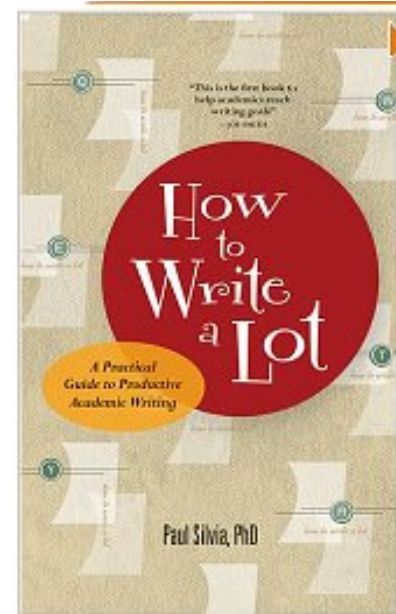
Organize your to-do list—break into pieces you can do in one--four 25-minute intervals

Look at your schedule—how many ‘pomodoros’ do you have available today? (BLOCK OFF MEALS)

From your to-do list, select tasks that equal the # of pomodoros you actually have available, put them on your daily schedule in order (hard stuff first)

HOW TO WRITE A LOT

- Building a writing habit
 - Block off time in your schedule for writing, write during that time *whether you have a deadline or not!*
 - Do it frequently: maybe an hour at a time three times a week
- Write when you write best
 - Morning? Evening? After lunch (probably not)
 - PUT THE TIME IN YOUR SCHEDULE, PROTECT THAT TIME



THE WRITING PROCESS

Step 1: Outline

Step 2: Fill out the outline as if you barely speak English—the point is to get things down on the page

Step 3: Revise and revisit

Recommendation: Set # of words written goals for each 30 minute chunk!

WRITING STRATEGIES

Divide writing into manageable chunks:

- BAD GOAL: Write the introduction to my paper
- GOOD GOAL: Write one paragraph reviewing the literature on perceptual learning for speech
- If any chunk seems too daunting, divide it into smaller pieces!

The writer's support group

- Regular weekly meeting to review goals, update on progress, even do some writing!

Choose an impoverished location for writing (no internet access, for instance)

TECH TOOLS FOR ACADEMIC PRODUCTIVITY

- Note-taking
 - Evernote
- Managing projects from multiple locations
 - Dropbox & Google Docs
- Reference management
 - End Note
 - Zotero
 - Menedley
 - Papers
- Keeping up with the literature
 - RSS feeds
- Lifehacker
- Your own tips?

PROJECT/LAB MANAGEMENT TIPS

- ◆ Create a pyramid scheme: undergrads are supervised by grad students, who are supervised by faculty member
- ◆ Delegate anything you can reasonably delegate
- ◆ Have mutually-accessible repositories for lab tasks / experiment design documents, etc. Google Docs? Trello?
- ◆ Be anal-retentive about record keeping
- ◆ Be anal-retentive about record keeping
- ◆ Any meeting should have an agenda.