

# It's Beach Time!

Aligning Your Workload and Career

Part 1: How Do You Spend Your Time? Time Tracking and Common Time Saboteurs



Sponsored by the IFWEL Project (NSF ADVANCE Adaptation Grant "Innovating Faculty Workload through an Equity Lens")

# Your presenters

- Sabrina Alimahomed, Professor, Sociology
- Margy Merryfield, Professor, Chemistry and Biochemistry
- Tracy Maples, Professor, Computer Engineering and Computer Science
- Sergio Mendez, Associate Professor, Chemical Engineering

# Getting to know you

Enter your name and department affiliation in the chat box

Waterfall: In the chat box, write down what you hope to get out of these workshops – but don't hit "enter" until we tell you to!

# Learning objectives of this workshop series

- Participants will
  - Clarify their work priorities
  - Gain better understanding of their own time use and demands on their time
  - Learn about common time saboteurs
  - Learn about effective time-use strategies
  - Develop their skills at saying “yes” and “no” strategically
  - **Implement at least one time-use strategy over the course of the workshop**

# Learning objectives for today's workshop

- Participants will
  - Begin to identify their own priorities for time use
  - Explore methods for tracking their actual time use
  - Learn about common time saboteurs
  - Before the next workshop, use their preferred time tracking method to record actual time use for one week
  - Start a log of new *requests* for their time (for discussion in the second workshop)

Why is your  
time use  
important?



# Why is your time use important?

- Meeting critical obligations
- Finding work-work balance
- Finding work-life balance
- Doing what is necessary for advancement
- Aligning your priorities with how you actually spend your time



Exercise: What  
is your typical  
Tuesday?





# What percentage of work time do you think you spend each week...

- On teaching?



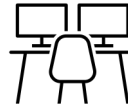
- On research/scholarly activity?

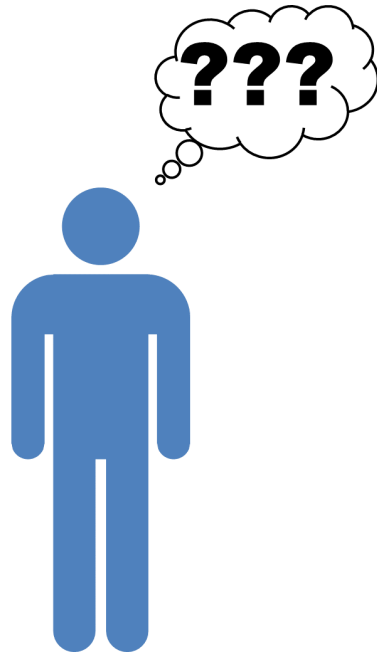


- On service?



- On administrative tasks?





How well  
does the way  
you use your  
time align  
with your  
career goals?

What would you change about the way you spend your time?

# Time tracking

- Homework Assignment!
  - Track your time for a week, and see if it matches your expectations
- Ways to track time
  - Online time trackers
    - Lots of examples, some behind pay walls, some free or with free trials
    - One example: Time Camp
  - Or, track in Excel

# Common Time Saboteurs



- Email
- Screen compulsion
- No time blocked out for priorities
- Procrastination
- Perfectionism
- Interruptions
- Tyranny of the urgent
- A "Yes" default
- Department or University "drama"
- Disorganization
- Endless curiosity and squirrel Inclinations

*Thanks to UMassAmherst ADVANCE, K. O'Meara for most of these concepts*

# Time Saboteurs

- Email
- Screen addiction
- Other interruptions



## Time Saboteurs

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- Procrastination
- Perfectionism
- No time blocked out for priorities



# Time Saboteurs

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- Disorganization
- Endless curiosity and squirrel inclinations





## Time Saboteurs

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- Tyranny of the Urgent
  - Urgent vs. Important
- Department or University "Drama"



## Time Saboteurs

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- A “Yes” default



# The demands on your time keep increasing!

- What kind of requests for your time do you get?
- How do you decide how to respond?

# More homework

- Use the spreadsheet to track the requests that come in
  - New service participation
  - New research opportunity
  - Help a colleague
  - Help a student
  - Etc.
- Include: did you say yes, no, put it off, ignore?
- We'll reflect on the results next time

# Wrapping up

- Next time –
  - Reviewing the Homework – what did you learn?
  - More on Strategies
  - Saying “Yes” and “No” Strategically

Questions?

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Thank you!

