



# It's Beach Time!

Aligning Your Workload and Career

Part 3:

April 12, 2024



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

*Special acknowledgement to the ADVANCE programs at the University of Maryland and University of Massachusetts- Amherst, who developed much of the content of this workshop series*

# Learning objectives for today's workshop

- Participants will
  - Discuss their experience trying out a time management strategy
  - Explore a few more strategies for finding focus
  - Explore strategies for prioritizing their mental and physical health
  - Discuss ways to maintain useful time management habits
  - Consider how to recruit allies to support their career priorities

# Today's Topics

- Strategies for finding focus



- Prioritizing health and wellness



- Applying time management strategies



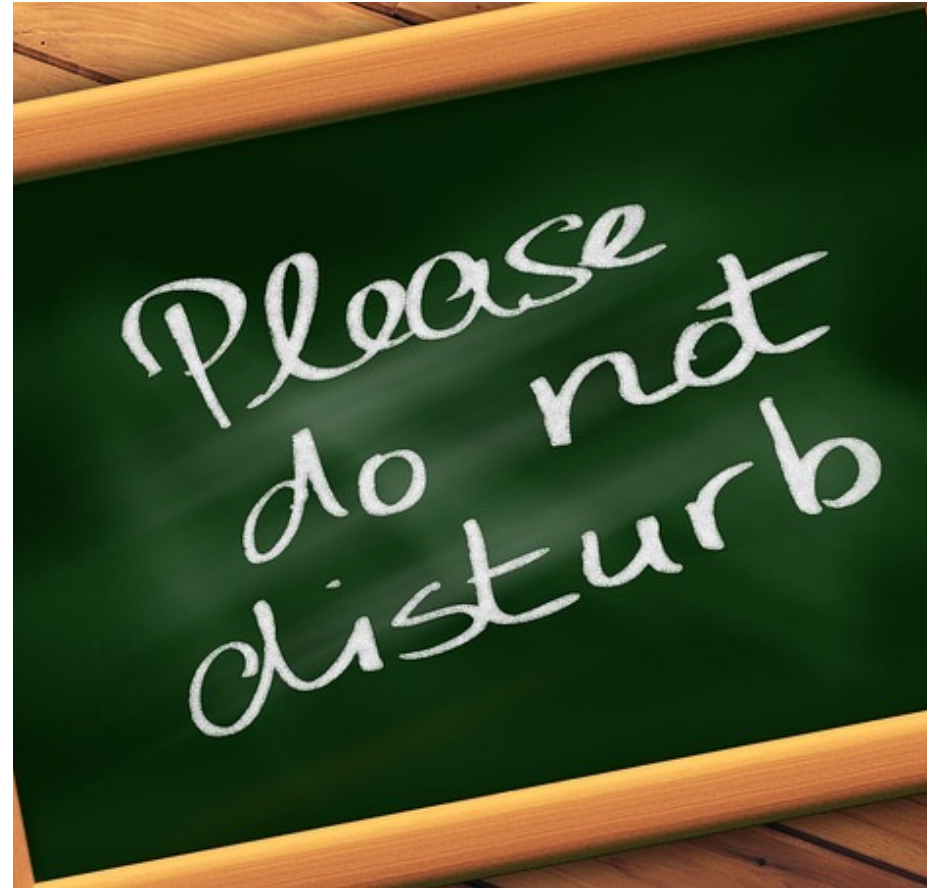
- Thinking about work-life balance



# Finding Focus

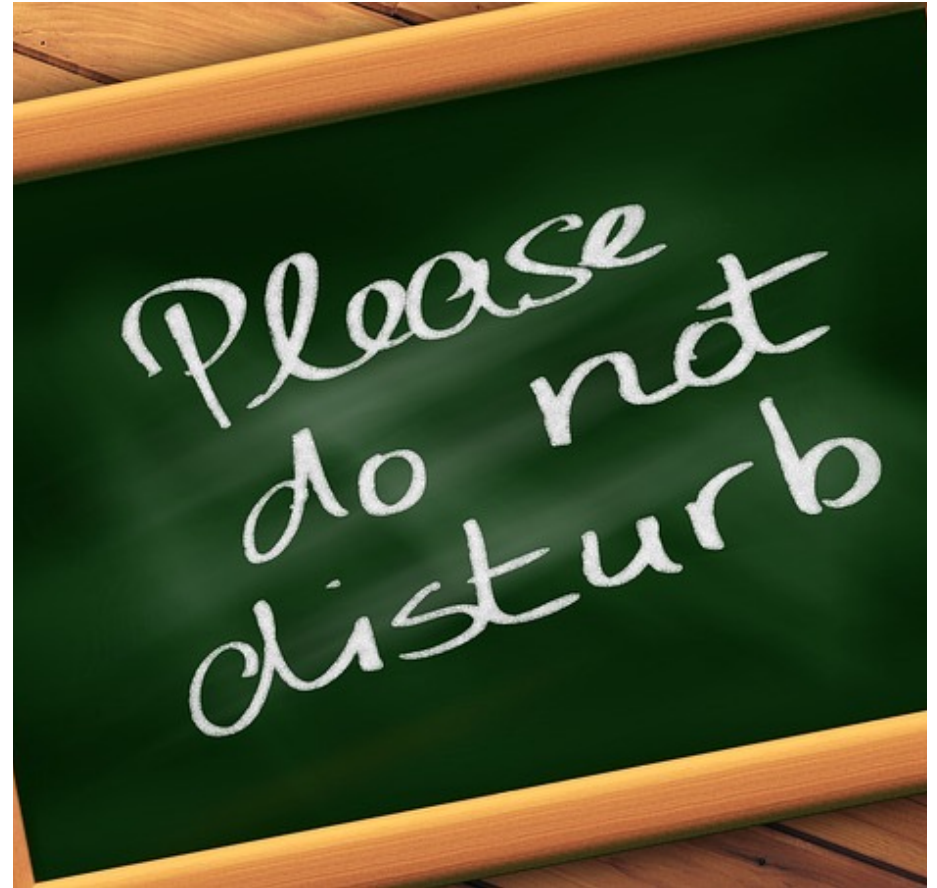
---

- Minimize interruptions
  - Turn off notifications
  - Take advantage of phone features!
  - Close your door
  - Put up a sign
  - Consider scheduling time for interruptions (email, calls, etc. )



# Finding Focus

- Delegate if you can
  - Focus on the things only *you* can do
  - Are there others who can take on certain tasks?
- Organize
  - Identify materials that need organizing and invest time in it
  - Use digital tools that work for you – whether for documents, groups, etc.



# Stay Healthy

---

- We are more productive if we:
  - Get exercise
  - Get enough sleep
  - Eat well
  - Take breaks and vacations
  - Have positive relationships
- So how do we make that happen?
  - Make it part of the schedule- block out time that works for you
  - Set boundaries





# Implementing Time Management Strategies

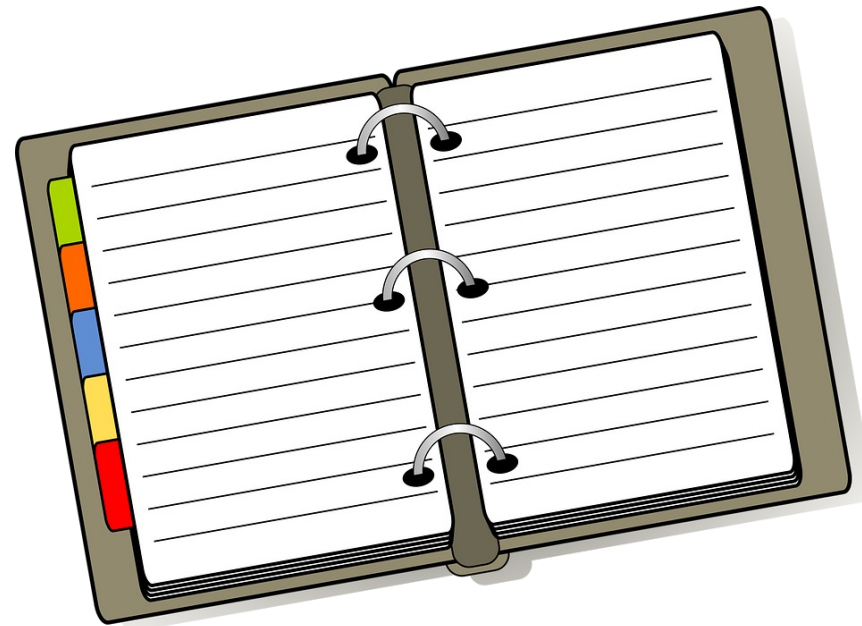
- What time management strategies did you try?
  - What was your experience?
-



# Going Forward: Making Time Strategies Work

- Key factors
  - Clear goals
  - Accountability
  - Rewards
  - Freedom to fail and try again

It takes 18 – 60 days for a new habit to "stick"



# Work-life balance

- We all face different circumstances
- Not everyone has access to the same supports and resources
- Gendered patterns may exist, especially regarding time spent on care-giving
- What stays, what goes, and how do you triage?
  - When work and family life are in conflict
  - When work intrudes on leisure time and self-care



## Discussion

---



Thank you!

---

