

**FORWARD**  
***Time Management Workshop and Speed Mentoring***  
**September 17<sup>th</sup> and 18<sup>th</sup>, 2014**

Attendance

Seven individuals attended the training and all seven completed evaluations.

- Six identified as assistant professors and one (14.3%) identified as a professor of practice.
- Additionally, two (28.6%) identified as mentees in the NDSU Faculty Mentoring Program, and five (71.4%) reported that they are not involved in the Mentoring Program.

Quantitative Results from the Evaluation Form

**I met someone today who I feel I would like to get to know better.**

	Frequency	Percent	Cumulative Percent
Agree	2	28.6	28.6
Strongly Agree	5	71.4	100.0
Total	7	100.0	

**I feel I have acquired new skills, information, or understanding about how to effectively manage my time.**

	Frequency	Percent	Cumulative Percent
Agree	3	42.9	42.9
Strongly Agree	4	57.1	100.0
Total	7	100.0	

**I will be able to implement new time management strategies as a result of my participation in this workshop.**

	Frequency	Percent	Cumulative Percent
Agree	4	57.1	57.1
Strongly Agree	3	42.9	100.0
Total	7	100.0	

**This event was a positive networking experience with other faculty here at NDSU.**

	Frequency	Percent	Cumulative Percent
Agree	4	57.1	57.1
Strongly Agree	3	42.9	100.0
Total	7	100.0	

**How would you rate the overall quality of this training?**

	Frequency	Percent	Cumulative Percent
Above Average	4	57.1	57.1
Excellent	3	42.9	100.0
Total	7	100.0	

Qualitative Results from the Evaluation Form

1. What is one tip or strategy you learned today that you will be able to implement to improve your ability to manage your time?
  - Assigning 'roles' I have for the week to prioritize. Breaking the day into segments and incorporating tasks that match my productivity during time.
  - Develop course Materials. Review roles and list a weekly expectation.
  - Set up the characteristic of the skill.
  - Setting goals and scheduling.
  - Class prep/class hour ratio and small time every day on writing.

- Weekly scheduling, morning starting with writing, break-up the time for teaching into various segments.
2. What do you think were the most helpful or valuable aspects of the workshop you attended today?
    - Hearing how others deal with their time.
    - Small group, the opportunity for conversation. It was spontaneous; not real structured.
    - Brainstorming.
    - Being reminded to be conscious of my time and how I'm using it.
    - Knowing I'm not crazy/alone and stating my frustrations aloud.
    - I realized how important to keep track of your time without taking up your resting time or family time.
  3. How could this workshop be improved to be more beneficial to you?
    - Adding more time to the day (just kidding).
    - I liked this small-group discussion today.
  4. Please provide any additional comments you have about today's workshop and/or the NDSU Faculty Mentoring Program in general below or on the back of this page.
    - It was very useful.
    - Thank you.
    - Please keep on this type of workshop again with different or associated topics.
  5. Role in NDSU Faculty mentoring Program:
    - [Not involved in the NDSU Faculty Mentoring Program] Not yet but I want to be in program.