

Time Management. Tips and Ideas

1. Where does all the time go?

	Urgent	Not Urgent
Important		
Not Important		

II. How do I get time back for important, but not urgent tasks?

What are the important roles you have in your life right now?

Schedule time for each of these roles EVERY week/ regularly revisit your roles!

Guidelines for effective use of your time:

- Spend 30-60 min a day on scholarly writing
- Integrate research into your teaching
- Only spend 1-2 h prep/hour in class. Lecture at pace that allows for active student participation, and don't over-prepare content.
- Seek teaching/research advice from mentors

III. Writing groups

Use social pressure to your advantage: get 3-4 colleagues together in a writing group (think outside content specialists and local colleagues), set goals together and share writing regularly.

IV. Resources

Robert Boice. 2000. *Advice for new faculty members*. Pearson

Wunderlist (Mac, PC: free) Wunderlist is an electronic to-do list. You can make categories based on your roles as described above (“Manuscripts”) to keep to-do on each of your tasks in order. You can assign due dates to tasks, and share lists with other users (like your graduate student). It is a simple and intuitive app that is easy to use. This app syncs with mobile devices.

Evernote (Mac, PC: Free) Evernote has the basic to-do list functions of Wunderlist, but also allows you to organize many different kinds of media in one place. Pdfs and websites can both be associated with a particular project. You can also keep track of images and audio. This app syncs to mobile devices.

Microsoft OneNote (Mac, PC: Free) A good choice for PC users since the interface is similar to a Microsoft Office application. OneNote is a to-do list and notes organizer. Its is better for taking notes on particular tasks than Wunderlist, but is not as versatile as Evernote. This app syncs to mobile devices.

OmniFocus (Mac, PC: \$80) This full-service app integrates your email with your to-do list and calendar. It helps you to organize your tasks by organizing your inbox. You can even categorize your to-do by subjects such as “phone calls.” When you feel ready to talk on the phone, you can pull up a list of all the calls you need to make. The design is based on the “getting things done” system of task management. This app syncs to mobile devices.