Growing as a Research Professional

Time Management

Faculty Orientation

University of Tennessee

Adapted from Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty (2nd Edition)
Topics to be discussed:

- Time Management Strategies
- Managing Your Time Day to Day
- Special Time Management Issues
Time Management
Time Management Strategies

• Defining goals
• **Long-term goals:** Achieved in 3-5 years
• **Intermediate Goals:** Achieved in 6 months to 1 year
• **Short Term Goals:** Achieved in 1 week to 1 month
• **Making the Choices**
  – Learning to say “no” (…and “yes”)
  – Disconnect
Day-to-Day Management

• Find extra time
  – E-mail
  – Closing the door
  – Make, and keep, appointments with yourself

• Rotate your tasks

• Setting priorities
  – Importance vs. urgency

• Productive use
  – Create an environment conducive to productivity
  – Know your biological clock
  – Delegate
  – Put small units of time to work for you
Special Issues

• Managing committee service commitments
  – Seek out committee service that suits your interests and schedule

• Research and teaching
  – Set time limits for non-research tasks

• Home
  – Family communication
  – Balancing work and children