

Beyond Time Management

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ADVANCE pre-tenure faculty workshop

Time Management

YOU

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Robyn Wright Dunbar, Stanford Center for Teaching and Learning
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Time Management

YOU

How do you balance all these commitments?

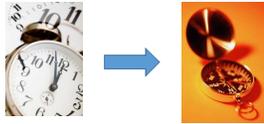
Time Management

YOU

How do you balance the long term and the short term?

Today

- Time Mgmt → Life Mgmt
- Narrow vision → Wide vision
- Urgent → Important
- Do things right → Do the right thing



- Roles

Time Mgmt → Life Mgmt

Research
 Scholarly Writing
 Teaching
 Family
 Leadership
 Service/Admin
 Fundraising
 Outreach
 Mentoring
 Friendship

YOU

How can I live more of my day out of what is **important** instead of **urgent**?

Time Management

	Urgent	Not Urgent
Important	I	II
Not Important	III	IV

Stephen Covey & Colleagues' Classic Model

7 Habits of Highly Effective People, 1989
 First Things First, 1994

2 questions

- What is the 1 activity that you know if you did superbly well and consistently would have significant positive results in your **personal** life?
- What is the 1 activity that you know if you did superbly well and consistently would have significant positive results in your **professional** life?

7 items that consistently come up

1. Improving communication with people
2. Better preparation
3. Better planning and organizing
4. Taking better care of self
5. Seizing new opportunities
6. Personal development
7. Empowerment – doing things that would help you be empowered

All Q2 responses

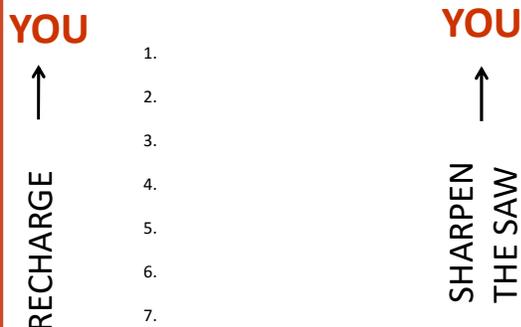
Roles

What are the important roles in your life right now?



Roles

What are the important roles in your life right now?



Stimulus → Response

“Between stimulus and response, there is a space. In that space lies our power and our freedom to choose our response. In those responses lie our growth and happiness.”

~ Stephen Covey

Two QII Examples

- Individual Level: Daily Writing
- Group Level: Shared Vision

Individual QII

Writing

How do you approach writing papers, proposals, etc?

- Three sample strategies
 - Binge writing** → deadline driven, large chunks of time, ignore everything else
 - Regular, large chunks of time** → save multi-hour block on a semi-regular basis (e.g., writing day of the week)
 - Brief daily session** → Small chunks of time regularly (e.g., 20-30 min/ work day)

Brief Regular Sessions (BRS) Advice

From Boice's Writing Workshops:

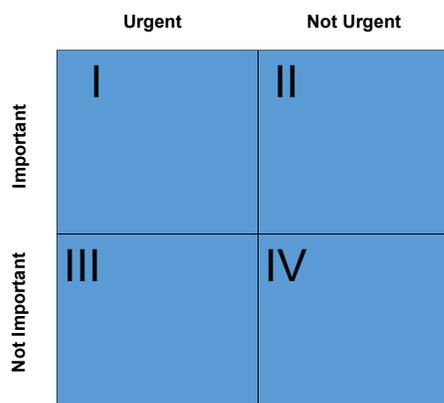
- Control group** (no change in writing habit. Occasional and in big chunks of time) _____
- Group 1** wrote daily and kept record _____
- Group 2** wrote daily, kept record, accountable to a colleague weekly _____
- Faculty who wrote daily spent about ___ time as those who wrote in big chunks of time, but wrote or edited ___ pages.**

Some common threads from Boice

1. Work in brief, regular sessions.
2. Begin before you are ready.
3. Stop before you are done.
4. Wait actively.
5. Moderate negative thinking and strong attachments to the work.
6. Let others do some of the work

Group QII

Group level

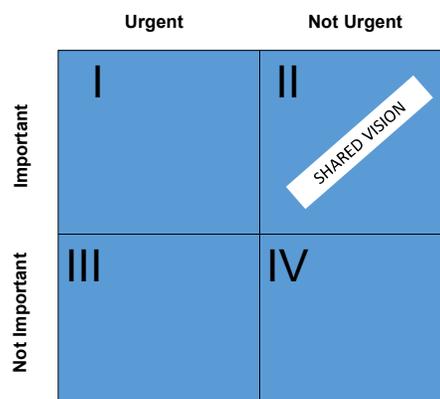


High performing organizations
Typical performing organizations

First Things First, 1994

Group level: Shared Vision

What is the essential purpose, the **true north**, of your group?



Q2: Shared vision reflection

Q2 helps the group and individuals within the group decide what is important

- What is the purpose of the group?
- What science questions are you asking?
- What is your form of inquiry and why?
- What is the environment you are creating?
- What is the culture and why do you want it that way?
- What is your organization's true north?

The main thing is to keep the main thing the main thing



What are your BIG rocks?

Image source: <http://www.visjonaer.com/blog/put-the-big-rocks-in-first-in-the-jar-of-life>

Summary

- Quadrant II – important & not urgent
- Space
- Roles and goals
- Recharge