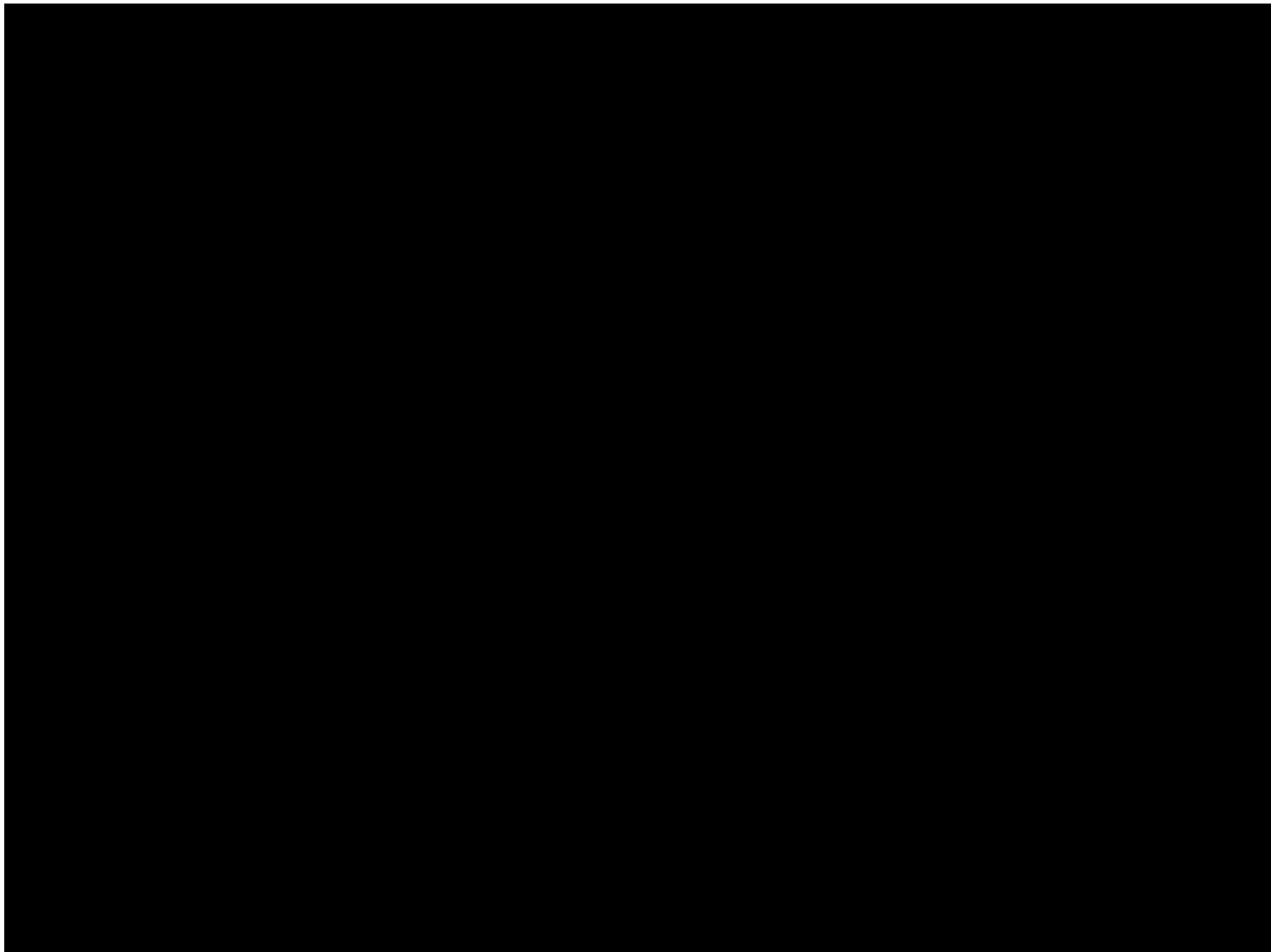


# Professionalization Workshop:

*“Time Management and Working Efficiently”*

9/13/13

Megan Allen



*“Time Management is a misnomer. The challenge is to manage ourselves.”*

Stephen Covey, author of *The 7 Habits of Highly Effective People*

# How can we manage ourselves effectively and efficiently?

## Sources:

BCDB Faculty

BCDB Students

Sandra Schmid, The Scripps Research Institute

*The 7 Habits of Highly Effective People* by Stephen Covey

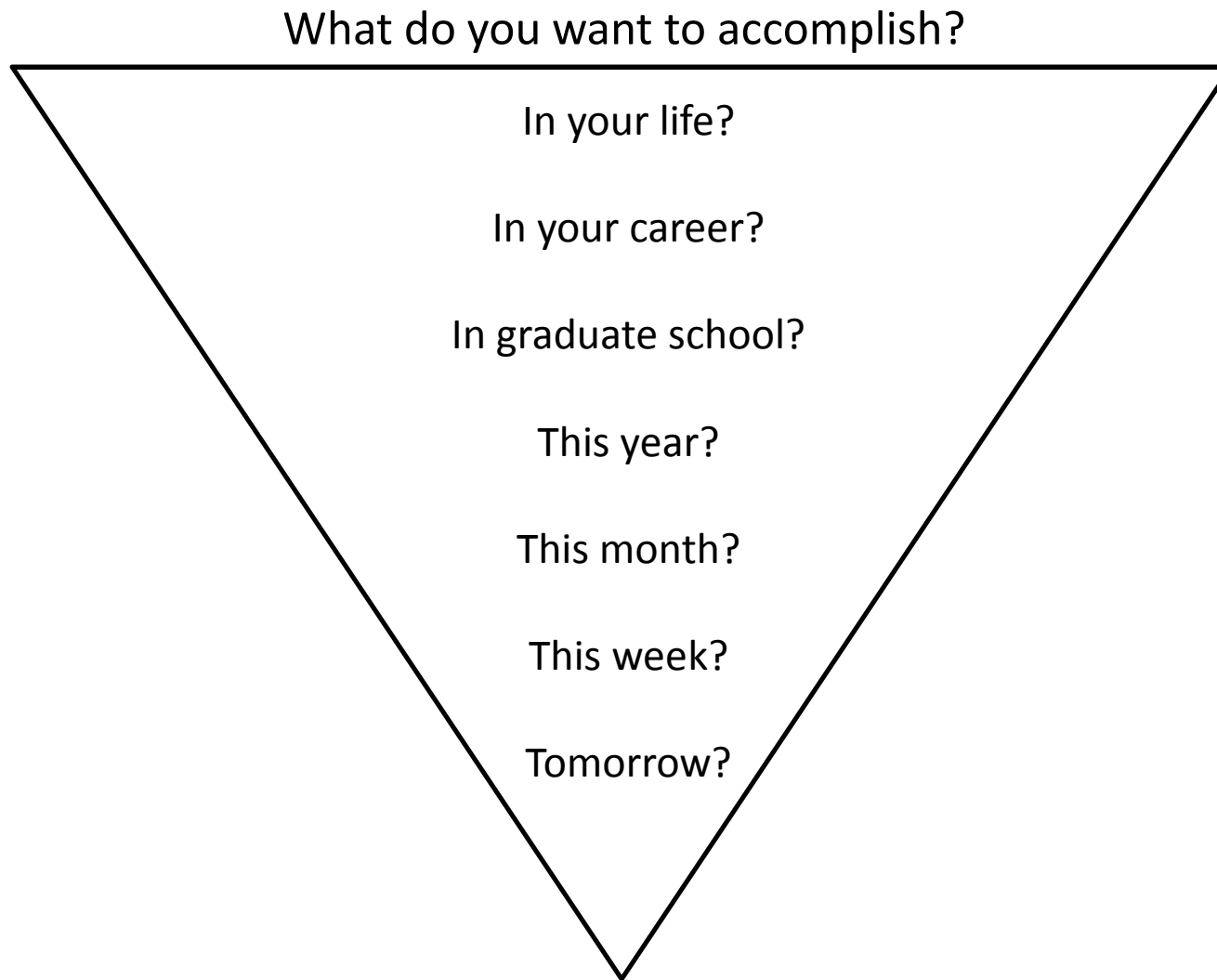
National Health Services (NHS), UK

Mayo Clinic

*U.S. News and World Report*

*The Wall Street Journal*

# Time Management: Setting goals



Source: The Wall Street Journal

# Time Management: Prioritizing

	Not Important	Important
Not Urgent	<ul style="list-style-type: none"><li>• Most e-mail</li><li>• Weekend plans of lab members</li><li>• The Super Bowl pool</li></ul>	<ul style="list-style-type: none"><li>• Ongoing experiments</li><li>• Preparing for a committee meeting</li><li>• <del>Next month's grant deadline</del></li></ul>
Urgent	<ul style="list-style-type: none"><li>• "You've got mail" alert</li><li>• Ringing telephone</li><li>• Inquiring colleague</li></ul>	<ul style="list-style-type: none"><li>• A lab fire</li><li>• Tomorrow's grant deadline</li></ul>

Source: Sandra L. Schmid, The Scripps Research Institute, adapted from Stephen R. Covey's time management matrix in *The Seven Habits of Highly Effective People: Powerful Lessons in Personal Change*.



**Say no to nonessential tasks.**

**Not every task requires your best effort.**

# Time Management: Planning



Source: The Wall Street Journal

## The Nesting Doll Approach

1. Time everything
2. Find gaps
3. Fill gaps



Source: GradHacker

# Time Management: Efficiency

- Work smarter, not harder
- Cut big jobs into small chunks
- Group like tasks
- Set time-limits, but be flexible
- Set boundaries
- Recognize and eliminate time wasters

## 11 TIPS TO EFFECTIVE EMAIL MANAGEMENT

1. **Process** your mail **once a day** *(No need to check it 4213 times / day - Nothing major is going to happen)*
2. **Prioritize 20% important mail**; Defer 80% ones
3. Have a **“Reply by XX Day”** folder *(So you get some time to think over the mails and get to them later)*
4. You **don’t need** to reply to every mail *(Sometimes no reply is a form of reply too)*
5. **Create templates** if you often send similar mail
6. **Read only** mail that are **relevant** *(Organize them into folders; Pick and read when you need to)*
7. **Structure** your mail by **categories** *(Use folders / labels and hierarchy structure to your benefit)*
8. **Use filters** *(Sorts your mail automatically)*
9. Use the **1 minute rule** when replying
10. **Limit** the **time** you spend in the inbox
11. *(Ruthlessly)* **Unsubscribe** from mail you **don’t read**

© Celestine Chua; Full article:  
<http://personalexcellence.co/blog/effective-email-management/>

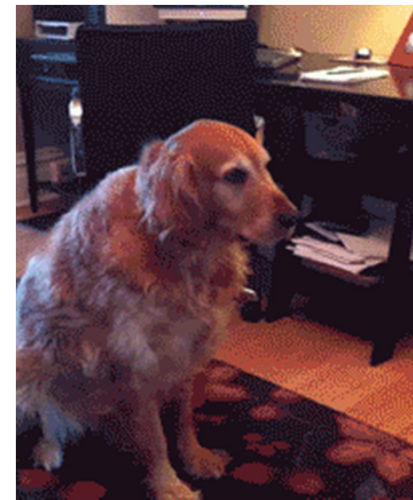


# Time Management: Stop!

Know how to troubleshoot

Know when to take a break

Know when to give up



Source: WSWCGS

# Time Management: Evaluate

- Have I accomplished any/all of my monthly, weekly, daily goals?
- Am I progressing forward in my project?
- What is left to be answered/ needs to be modified?
- Where is my time going?

# Conclusion

*“Time Management is a misnomer. The challenge is to manage ourselves.”*

WHEN I SAID I WOULD PROCRASTINATE LESS

