## Time Management Strategies Panel Discussion

Nily Dan, Ph.D. Associate Professor of Chemical & Biological Engineering College of Engineering

Michele Kutzler, Ph.D. Assistant Dean of Faculty Affairs & Professional Development Assistant Professor of Medicine Assistant Professor of Microbiology & Immunology College of Medicine

**Donna Murasko, Ph.D.** Professor of Biology Dean of the College of Arts & Sciences

Nancy Spector, M.D. Professor of Pediatrics Associate Chair of Education & Faculty Development College of Medicine Residency Program Director St. Christopher's Hospital for Children

Loni Philip Tabb, Ph.D.

Assistant Professor Department of Epidemiology & Biostatistics School of Public Health

### **Time Management Strategies**

#### Michele Kutzler, Ph.D.

Assistant Dean of Faculty Affairs and Professional Development
Assistant Professor of Medicine and Microbiology and Immunology
Drexel University College of Medicine

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## Before we begin....

### How did you do on the Time Management Quiz?

Score	Comment
46-75	You're managing your time very effectively! Still, check the sections below to see if there's anything you can tweak to make this even better.
31-45	You're good at some things, but there's room for improvement elsewhere. Focus on the serious issues <b>below</b> , and you'll most likely find that work becomes much less stressful.
15-30	Ouch. The good news is that you've got a great opportunity to improve your effectiveness at work, and your long term success! However, to realize this, you've got to fundamentally improve your time management skills. Start below!

What are some ways that you waste your time?

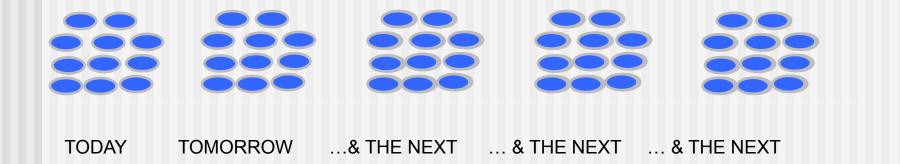
## The challenge

New tasks that show up ...

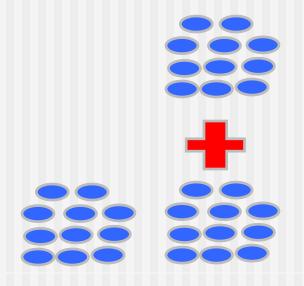


**TODAY** 

For most people, new tasks show up at about the same daily (or weekly) rate ...



IF you deferred all of today's new tasks...



TODAY TOMORROW

# IF YOU DEFER EVERYTHING... TOMORROW ... & THE NEXT ... & THE NEXT ... & THE NEXT TODAY

### High-level prioritization Schema (Covey)

#### **URGENT**

#### **NOT URGENT**

- Crisis
- Pressing Problems
- Deadline-driven projects

#### П

- Planning
- Prevention
- Relationship Building
- Recreation
- New Opportunities

#### Ш

- Interruptions
- Some Phone Calls
- Some Mail
- Some Meetings
- Popular Activities

#### IV

- Trivia
- Some Mail
- Some Phone Calls
- Time wasters
- Pleasure Activities

## Frame your tasks as they relate to personal goals

#### "Important"

- components of definition
- Advances your career
- Direct patient impact
- Contributes to a defined goal / high value
- You are the one responsible
- From the top of your hierarchy
- Internally driven, feels good,
- Easy to put off

#### "Urgent"

- components of definition
- Due now, or soon
- "urgency" can be in the eyes of the requester
- There is an adverse consequence if not done
- Externally driven, feels bad, causes stress
- Easy to get sucked in

There are always **appropriate** urgent tasks – the trick is to minimize inappropriate ones

### **Guidelines for Prioritizing**

- 1. It's your job...
- You promised

- Related to a long term goal
- 4. Interesting and will help your career advance
- 5. You "should"
- 6. You're the only one...
- Networking opportunities
- 8. Opportunity to work/learn from good people

## Where to start..... defining your own personal plan

- What are your thoughts about doing things immediately versus setting aside specific times to do groups of tasks?
- How do you best manage the time used for responding to emails and returning phone calls?
- In order to better manage one's time, how do you fit in and choose the right institutional service commitments as an Assistant Professor?
- How do you keep track of the things you need to do and make sure you have quality time with the family?
- Do you use any particular time management software to stay organized, guide meetings or ongoing team projects, etc.?
- How can one identify oneself as having poor time management skills other than not getting things done on time?
- How do I manage administrative obligations, dedicated "research protected" time, and teaching (online and in-person)?
- How do you delegate tasks as part of time management in an administrative role?

## Continue to search for better ways to do things

- If you are really intent on making better use of your time and are aware of how you're using it now, you'll soon begin to recognize faster and more efficient ways of handling all your daily tasks.
- No list of suggestions can cover all the possibilities. Therefore look at time management as a journey — not a destination.

Being successful doesn't make you manage your time well; Managing your time makes you successful.

Randy Pausch, 2008

### Resources:

- ■Time management. Chapter 6. Making the Right Moves. A Practical Guide to Scientific Management for Post-docs and New Faculty. Howard Hughes Medical Institute. Available at: http://www.bcm.edu/medicine/research/?PMID=2829.
- ■Zimmerman E. Does e-mail distract? Not if you take charge. New York Times. November 4, 2007. Business Section, p 17.
- ■Coombes A. It's time to stand up to your emails. Denver Post (Wall Street Journal Sunday). August 26, 2007. p WSJ 3.
- ■Webinar: This webinar provides practical, concrete advice about effective ways for academic health center faculty to organize work and manage time. Susan R. Johnson, M.D., M.S., university ombudsperson and professor of obstetrics & gynecology, and epidemiology, Carver College of Medicine.

https://www.aamc.org/initiatives/diversity/learningseries/328362/timemanagement.html

■Stephen R. Covey's time management matrix in the *The Seven Habits of Highly Effective People; Powerful Lessons in Personal Change.* <u>The Seven Habits of Highly Effective People</u> (1989, 2004) (<u>ISBN 0-671-70863-5</u>)

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