Professionalization Workshop:
“Time Management and Working Efficiently”
“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

What do you want to accomplish?

In your life?

In your career?

In graduate school?

This year?

This month?

This week?

Tomorrow?

Source: The Wall Street Journal
Time Management: Prioritizing

<table>
<thead>
<tr>
<th>Not Urgent</th>
<th>Important</th>
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<tbody>
<tr>
<td><strong>Not Important</strong></td>
<td>• Ongoing experiments</td>
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<td></td>
<td>• Preparing for a committee meeting</td>
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<td></td>
<td>• Next month’s grant deadline</td>
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<tr>
<td>• Most e-mail</td>
<td>• Ongoing experiments</td>
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<tr>
<td>• Weekend plans of lab members</td>
<td>• Preparing for a committee meeting</td>
</tr>
<tr>
<td>• The Super Bowl pool</td>
<td>• Next month’s grant deadline</td>
</tr>
<tr>
<td><strong>Urgent</strong></td>
<td>• A lab fire</td>
</tr>
<tr>
<td></td>
<td>• Tomorrow’s grant deadline</td>
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<tr>
<td>• “You’ve got mail” alert</td>
<td>• A lab fire</td>
</tr>
<tr>
<td>• Ringing telephone</td>
<td>• Tomorrow’s grant deadline</td>
</tr>
<tr>
<td>• Inquiring colleague</td>
<td>• Tomorrow’s grant deadline</td>
</tr>
</tbody>
</table>

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

The Nesting Doll Approach
1. Time everything
2. Find gaps
3. Fill gaps

Source: The Wall Street Journal

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; Deter 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