Time Management

Draft of BGS orientation schedule

12:00-1:00 Lunch

1:00-4:00 Lab Notebooks – Steve (with others)
1:00-1:50 Overview session – importance of lab notebooks
2:00-2:50 General Introduction to ELN - by Penn/Lab Archives
3:00-3:50 breakout sessions – hands on basics of Lab Archives run by LabArchive staff;
  3 rooms (2nd floor BRB) but in classroom setup; students to bring laptops

4:00-4:00 Time Management Session – Julie

Friday, August 23

Grad Group Activities:
  CAMB - MVP Retreat
  GCB – some events, possible stats session
You cannot manage time...

But you can manage your life around time
# TIME MANAGEMENT SELF-ASSESSMENT

**DIRECTIONS:** FOR EACH QUESTION, CIRCLE THE NUMBER THAT BEST DESCRIBES YOU.

<table>
<thead>
<tr>
<th>Question</th>
<th>Never</th>
<th>Seldom</th>
<th>Sometimes</th>
<th>Often</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>How often do you plan in an effort to keep life from running out of control?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Do you put daily plans on paper?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Do you allow flexibility in your plans?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>How often do you accomplish all you plan for a given day?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>How often do you plan time for what matters most to you?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>How often is your daily plan destroyed by urgent interruptions?</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Quiz written for USA WEEKEND by time management expert Hyrum Smith, chairman of the Franklin Covey Co., whose Franklin Planners, agendas and planning software are used by 15 million Americans.
Know how you spend your time...

6-10: Terrible time planner.
You should consider using new tools and processes to help you plan effectively. A great first step would be to take a time management course.

11-15: Below average planner.
You may already have a planning system, but using it more effectively will help to reduce the stress and lack of control you feel in your life.

16-20: Average planner.
Your planning system is working, but you can do better. You may need help focusing on priorities, dealing with urgent interruptions or writing your daily plan.

21-25: Above-average planner.
Your planning system is working well. Keep up the good work, with periodic reviews to be sure you’re planning around what matters most in your life.

26-30: Excellent planner--or candidate for burnout?
You have mastered planning and should experience the serenity that comes from taking charge of your life. But make sure you’re in control of your planning rather than letting it control you.
Protecting your time

• Make “to-do” lists

• Organize your time into blocks

• Identify your “peak productivity” time

• Eliminate “time wasters”
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“To Do List” vs “Master List”

• Master-list is EVERYTHING you need to do (may be 20,30,40 or more items)

• To –do list is a way of knowing the tasks and demands on your time for TODAY

• Invest in a ”planning tool”
  electronic planners, pocket diaries, calendars, computer programs, index cards and notebooks
To-do lists

- To-do lists should be captured centrally (notebook, PD, etc. no sticky notes!)

- Maintain and develop a list of specific things to be done for each day*, set your priorities and the get the most important ones done as soon in the day as you can

- Evaluate your progress at the end of the day briefly

- Prioritize lists
  - Eisenhower Matrix
  - Must do, Should do, Could do
Eisenhower Matrix

<table>
<thead>
<tr>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do first</strong>&lt;br&gt;Urgent &amp; Important&lt;br&gt;Important tasks that require immediate attention.</td>
<td><strong>Do later</strong>&lt;br&gt;Not Urgent &amp; Important&lt;br&gt;Important tasks that don't require immediate action.</td>
</tr>
<tr>
<td><strong>Delegate</strong>&lt;br&gt;Urgent &amp; Not Important&lt;br&gt;Activities that require immediate action, but do not contribute to our goals.</td>
<td><strong>Eliminate</strong>&lt;br&gt;Not Urgent &amp; Not Important&lt;br&gt;Tasks that are neither important nor urgent.</td>
</tr>
</tbody>
</table>
Eisenhower Matrix

**Do first**
- Go to class
- Experiments

**Schedule**
- Study for exams
- Collect papers for review article/
thesis/candidacy exam

**Delegate**
- Make stock solutions
- Run gels

**Don’t do**
- Watch cat videos
- Instagram
Must, Should, Could

• Submit date sensitive materials (papers, exams, thesis, grants, paper drafts)
• Order antibodies
• Inject mice
• Listen to friends practice talk
• Go to seminar
• Install and go thru tutorial of new Endnote program
• Quantify Western blot
• Run PCR
Must, Should, Could

- Submit date sensitive materials (papers, exams, thesis, grants, paper drafts) **MUST**
- Order antibodies **SHOULD**
- Inject mice **MUST**
- Listen to friends practice talk **COULD**
- Go to seminar **MUST/SHOULD/COULD**
- Install and go thru tutorial of new Endnote program **COULD**
- Quantify Western blot **MUST/SHOULD**
- Run PCR **MUST/SHOULD**
Protecting your time

- Make “to-do” lists
- Organize your time into blocks
- Identify your “peak productivity” time
- Eliminate “time wasters”
Time blocks

• Focus on one task at a time; in blocks of time and be realistic about constraints on time

• Block out time to plan and accomplish high priority tasks

• Limit scheduled time to $\frac{3}{4}$ of your day - unscheduled time is very important!
Time blocks and peaks in productivity

• Focus on one task at a time; in blocks of time and be realistic about constraints on time

Pomodoro Technique: Divides work into small increments with scheduled breaks
..somehow it knows when you are goofing off

It's time. Let's get some work done!
Protecting your time

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Peak Productivity Time

ACTIVITY - Are you a night owl or an early bird?

Our bodies have an internal clock, called the circadian rhythm, that tells us when it is the best time for us to sleep, wake up, eat, do exercise, learn and a number of other things. Not everyone’s body clock is the same. Some people feel their best in the morning, while other people feel their best at night. Some people can go to sleep easily early in the evening, while other people have trouble going to sleep before midnight.

Understanding your body clock will help you to understand what times of the day you are more productive and what times are the best for you to sleep.
Peak Productivity Time

• Plan your most challenging tasks for when you have the most energy.

• Course work is pre-arranged but research time is flexible
  – Reading papers and outlining experiments require more concentration=peak productivity slots
  – Some experimental work =non-peak slots

• Block out time for your high priority activities first and protect that time from interruptions.

• Make use of small blocks of time BUT not at the expense of breaks!
Protecting your time

• Make “to-do” lists

• Organize your time into blocks

• Identify your “peak productivity” time

• Eliminate “time wasters”
Eliminate “time wasters”

• Value your time and be ruthless about safe-guarding it

• Check e-mail* periodically but turn off when focusing on “Must do”/ “Urgent and Important” tasks
  - Set aside a specific time to view and respond to your mail and e-mail, but don’t let it be a constant drain on your time
  - Don’t let e-mail accumulate to the point that it becomes overwhelming to sort.
  - Turn off instant messaging features on e-mail.

• Break old habits: if you are involved in unproductive projects stop as soon as you can!
Procrastination

• Break down tasks into smaller segments that require less time

• Set realistic deadlines for each specific accomplishment and reward yourself for completing

• Getting started may require some preparatory time (organize papers, talk with experts, clean off your desk)
Helpful Tips for Time Management

• Complete most important tasks first each day identify the 2-3 things that are most crucial to complete
Helpful Tips for Time Management

• Learn to say no

“If you want something done, ask the busiest person to do it”

Only take on commitments that you know you have time for and you care about
Helpful Tips for Time Management

• Devote you entire focus to the task at hand. Close out browser window, put away phone, find the right environment.
Helpful Tips for Time Management

• Get an early start
  get a good sense of how long tasks take
  and plan accordingly

  delineate a time limit in which to complete
tasks and reward yourself for finishing early!
Helpful Tips for Time Management

• Be conscientious of amount of internet/social media/Netflix time
  just pick a show and watch it, no need to review all the trailers
Helpful Tips for Time Management

• Do less

Notice what needs to be done and concentrate on those things

Do less things that create more value vs more things that are trivial
Helpful Tips for Time Management

• Sleep and exercise and eat healthily
Entropy:

lack of order or predictability;
gradaul decline into disorder
So don’t forget to maintain a good work life balance