

BACS2042 Research Methods

Research Management

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Time Management

- Do you always feel like there is not enough time in the day to do everything you want?
- Have you ever sat down and thought about where all the time goes?
- Have you tried to use any time management techniques in planning your schedule? If so, what were they?
- Do you give up or feel demotivated if you do not keep to your planned schedule?

Time Management

- Time management is the process of planning the best way to organize the things that you need and want to do so that you can accomplish them all.
- Time management is important for students because in order to be successful, students must be able to balance their time wisely among various commitments such as classes, study time, doing assignment, social time, rest time etc.

Time Management

- Time management procedures help you become more organized in your academic and social life. By keeping track of your time, you will have a more responsible approach towards your activities. The purpose of time management is not only to be a good student, but also to have a life. It acts as a stress management tool as well.

Time Management – Set Goals

- Decide what you want to achieve.
- Set specific, measurable and achievable goals.
- Make promises to yourself to keep the goals implemented.

Time Management – Prioritize

- To prioritize is to rank the tasks in order of importance and urgent
- You may spend your time in one of the four ways:

	Urgent	Not Urgent
Important	1. Important and urgent ->Do now and do carefully.	2. Important but not urgent ->Spend bulk of your time here.
Not Important	3. Urgent but not important ->Do quickly but not perfectly.	4. Neither urgent nor important ->Reject or downscale.

Time Management – Scheduling

- Schedules help us to organize and plan our time. Schedules also keep us on track by reminding us where we need to be or what we planned to do at a particular time. Schedules help us plan our work and they help us work our plan! They help us reduce the amount of procrastination we engage in!
- Develop a semester calendar of important dates for your semester classes.

Time Management – Scheduling

- Assess and plan your weekly schedule of what you wish to accomplish.
- Develop a daily schedule.
- You may put the schedule on a calendar diary or get a free app to record your schedule in your mobile device.

Time Management – Evaluate your schedule

- Check if the schedule is balance and reasonable.
- Review and update your schedule regularly.
- Most importantly is – put them in action!

Procrastination

- When do you procrastinate?
- Low interest or motivation.
- What happens when you procrastinate
 - increase stress
 - poorer performance

Reducing procrastination

- Break tasks into smaller, more manageable tasks
- for example, writing a paper can be broken down into getting references, reading reference, writing an outline, creating a rough draft and completing the final copy
- When given an assignment, do some work on it right away
- Spend some time studying each day
- Reward yourself along the way

Teamwork

- What is a Team?
- Two or more individuals with a high degree of interdependence geared toward the achievement of a goal or the completion of a task.
- Teams make decisions, solve problems, provide support, accomplish missions, and plan their work.
- Why TEAM work?
- Together Everyone Achieves More

Team Roles: Relationship

- Communication Gatekeeping
- Encouraging
- Resolving Conflict
- Acknowledging Feelings
- Setting Standards/Norms
- Openness

Attitudes for Effective Teamwork

- Effective teams operate in an environment in which there is two-way trust in an environment of open and honest communication.
- Feedback on performance should be two-way and constant.
- Teams accept responsibility and not “blame” one another for team mistakes, nor should they spend useless time in personal justifications.
- Appreciation for value of team decisions.
- Respect and have mutual trust among team members

What are Characteristics of Effective Teams?

- Members have a clear goal
- The focus is on achieving results
- There is a plan for achieving the goal
- Members have clear roles
- Members are committed to the goal
- Members are competent
- They achieve decisions through consensus
- Members have effective interpersonal skills
- They know each other well and have good relationships

What are Characteristics of Effective Teams?

- Each member feels empowered to act, speak up, offer ideas
- Each member has a high standard of excellence
- The team is open to new ideas
- There is periodic self-assessment
- There is shared leadership of the team
- There is recognition of team member accomplishments

Risk Management

- The systematic process for the identification and evaluation of pure loss exposures faced by an organization or individual.
- and for the selection and administration of the most appropriate technique for treating such exposures.

Risk Can be

- **Reputation:** negative publicity for you and / or your teammates, an activity and / or you college or university.
- **Emotional:** cause a person receiving your services to feel alienated or something negatively impacts the psychology well-being of a member.
- **Facilities:** property (hardware or software) damage, lack of required equipment or materials.
- **Physical:** injuries from physical activities, accidents, or unintentional acts.

Steps for Risk Management

- 1) Identify possible risks; recognize what can go wrong.
- 2) Analyze each risk to estimate the probability that it will occur and the impact (i.e., damage) that it will do if it does occur.
- 3) Rank the risks by probability and impact
 - Impact may be negligible, marginal, critical, and catastrophic.
- 4) Develop a contingency plan to manage those risks having high probability and high impact.

Risk Item Checklist

- Used as one way to identify risks.
- The purpose of creating a checklist is to raise your awareness on the types of risk that might be involved in your research activities.
- Focuses on known and predictable risks.

Example

Activities	Possible controls / Points to consider
Working with computers	
Computer backup	Is data automatically back up or plan a back up schedule. Save work regularly, archive on other storage media.
Virus protection	Ensure anti-virus software is up-to-date.
Using computer for long period	Have work breaks incorporating stretches.
Computer equipment / devices	Have a contingency plan if the devices are not functioning properly.

Example

Activities	Possible controls / Points to consider
Working with confidential data	
Data security	Ensure the confidential data is kept safely. Incorporate password security protection.
Keep users as anonymous	Do not reveal the identities of the studied sample
Sharing of data	Get consensus before the sharing. Ensure the data sharing does not violate data privacy rules/act.

Example

Activities	Possible controls / Points to consider
Who will you be working with	
Members of the public / volunteers	Completion of ethics requirements.
Undertaking joint research	Awareness of intellectual property requirements. Agreement in place with co-researcher, supervisor, tutor or external party.
Working out of hours or alone	Personal safety – entering or leaving premises securely, following out of hours procedures, having a ‘buddy’ to work with.

Example

Activities	Possible controls / Points to consider
How will you be working	
Sustained physical activity	Work schedule that involves regular rest breaks, drinks.
Sitting or standing for long periods of time in positions that are straining	Work schedule that involves regular breaks.
Under stress (work pressure, monotony, unsocial hours, external pressures/work)	Have a work plan. Undertake a time management course. Take time out to recharge.

Risk Management

- Risks need to be monitored periodically to ensure changing circumstances do not alter the risk priorities.
- Very few risks will remain static, therefore the risk management process needs to be regularly repeated, so that new risks are captured in the process and effectively managed.