

The “art” of time management

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Outline

1. Start with the why
2. Hot tip 1
3. Hot tip 2
4. Hot tip 3
5. Hot tip 4
6. Tools and resources
7. Q & A

5 tips on time management:

1. Set a schedule with clear boundaries
2. Prioritise
3. Learn to say no
4. Get to know yourself – what works for you
5. Tools and resources

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Why should I invest in time management skills?



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Throw to the audience

Some reasons

- We all have different responsibilities-work, family, uni, health
 - Juggling balls – when you have 1 or 2 it's easier. The more balls you have, the more difficult it will be.
- => overwhelmed, stressed, guilty, feel like you are always behind.

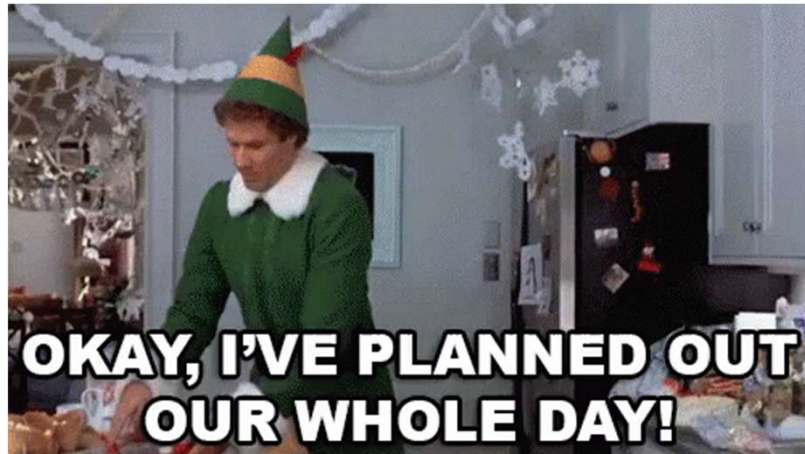
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Hot tip 1: Set schedule and boundaries



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Research is my passion. It is also my job.

Dedicate a specific time to work. This looks different for everyone.

Dedicate time to other things in your life too – family, friends, hobby, self-care.

Hot tip 1: Set schedule and boundaries



- **Planning fallacy:** Things will always take longer than you estimate. Give yourself extra time.
- Good rule of thumb: Estimate, and then double it.



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Don't try to fit too much into your day – your time is finite.

Despite your best plans, some days will be a mess. That is normal. And it is ok. Accept that nobody can be productive 100% of the times.

If you are having one of those days, take a deep breath. Maybe go for a cup of tea. And then come back to it.

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Hot tip 2: Prioritise

	URGENT	NOT URGENT
IMPORTANT	<u>Quadrant I</u> <i>urgent and important</i> DO	<u>Quadrant II</u> <i>not urgent but important</i> PLAN
NOT IMPORTANT	<u>Quadrant III</u> <i>urgent but not important</i> DELEGATE	<u>Quadrant IV</u> <i>not urgent and not important</i> ELIMINATE

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For more information: <http://www.planetofsuccess.com/blog/2015/stephen-coveys-time-management-matrix-explained/>

Quadrant 1: Crises, pressing problems, deadline-driven projects

Quadrant 2: important in long-term – prevent them from becoming quadrant 1 items. This includes planning, preparing, training, exercise, health, recreation.

Quadrant 3: Consider rescheduling or delegate (e.g. meetings)

Quadrant 4: Obvious time wasters (e.g. spend hours on social media). Entertainment is ok though (that's quadrant 2)!

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Hot tip 3: Learn how and when to say no



- A lot of us find it difficult to say no (more difficult for women, young researchers).
- Know that when you say no, you are saying yes to something else.
- We are tempted to say yes right away.
- Before replying, take some time to think.

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When to say no: only you can decide. Stop, and assess (e.g. “Thank you so much for the opportunity. Could I take some time to think about this please? When do you need to know?”) Even a sleep overnight, or 1 hour can help you think clearly and assess your priorities.

Ask yourself:

- Am I in the best position to help? If not, who can help instead?
- How will this contribute to my research program and experience?
- How important to me to do this?
- What will I have to give up to make this happen? Can I afford to give that other thing up?

Ask other people who have done this how long it will take, what are the commitment, to help you make the decisions.

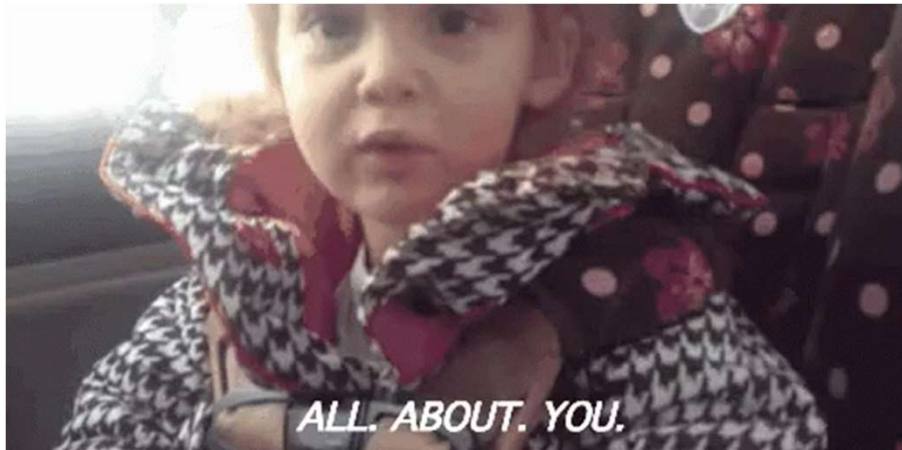
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Hot tip 4: Get to know yourself – what works for you



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Everyone's balance and choices will look different. It is all about what works best for you.

Science should be inclusive, and we are not here to judge.

Be aware of our social culture on productivity (i.e. self-worth ties to productivity. If you are not productive, then you are a lazy person) – notice its effect on you and your mindset.

TL; DR: You do you.

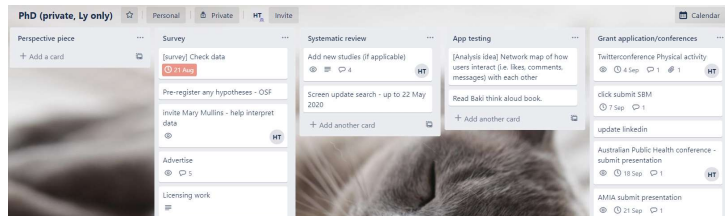
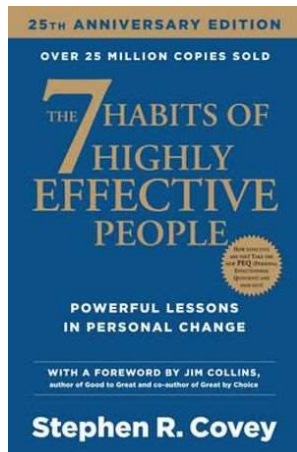
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Tools and resources



Work life – Adam Grant

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Q & A – Discussion

– Share your best tips!



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