

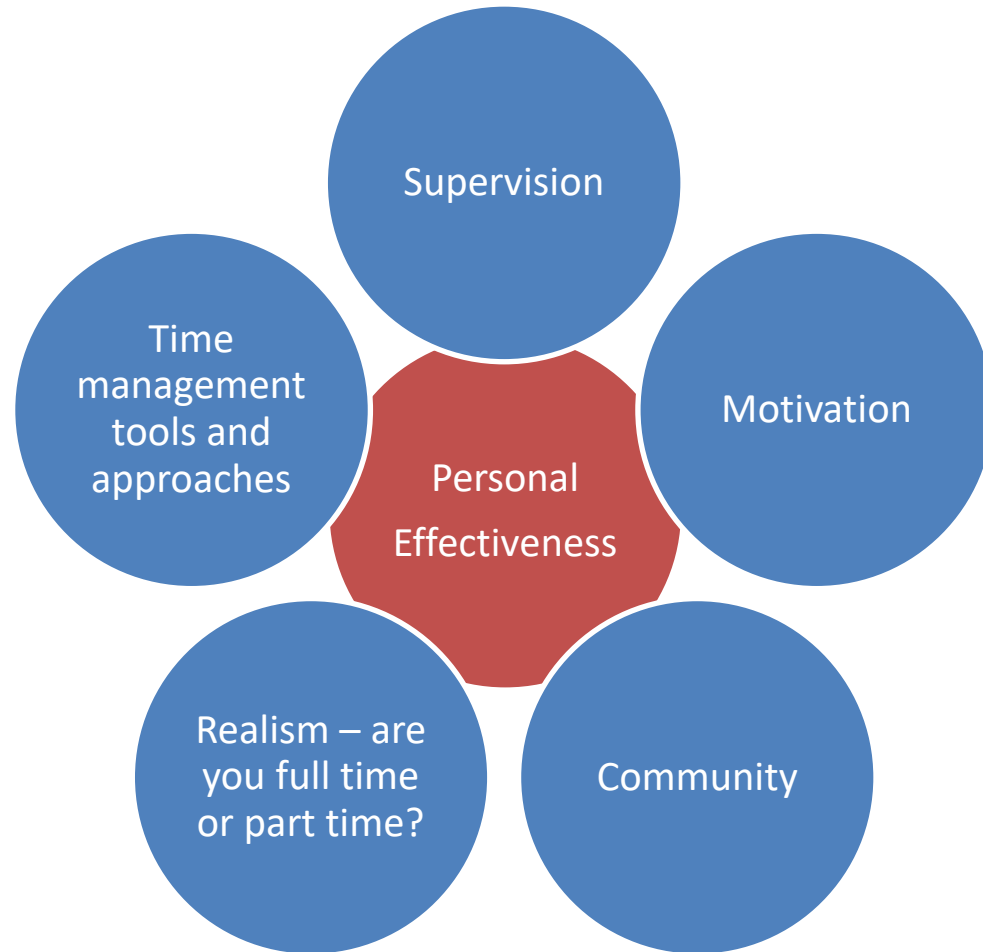
# **Working productively at a distance –**

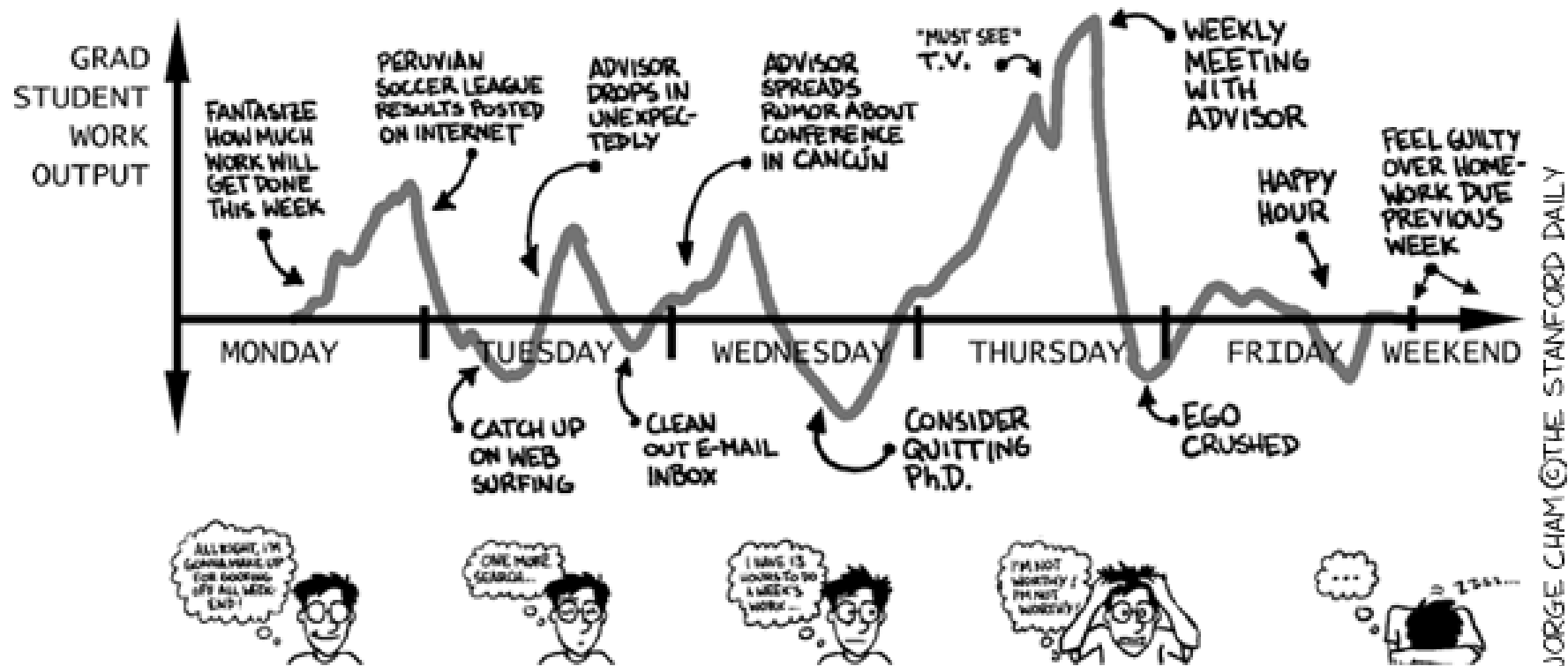
## **Time management and working with your supervisor**

Presented by: Dr Robin Henderson  
robin@myconsultants.net @robin\_henderson

**Mentimeter question... What do you  
want to learn about today**

# Workshop overview





JORGE CHAM ©THE STANFORD DAILY

# Motivations



- What was your purpose for starting your PhD:
  - For you as an individual?
  - For the academic / practitioner community which you are connected to?
- What will success look like for your PhD:
  - Personally
  - Professionally
- Write this down to remind yourself when things are not going so well.

FOCUS

ON WHAT YOU

CAN  
DO

NOT WHAT YOU

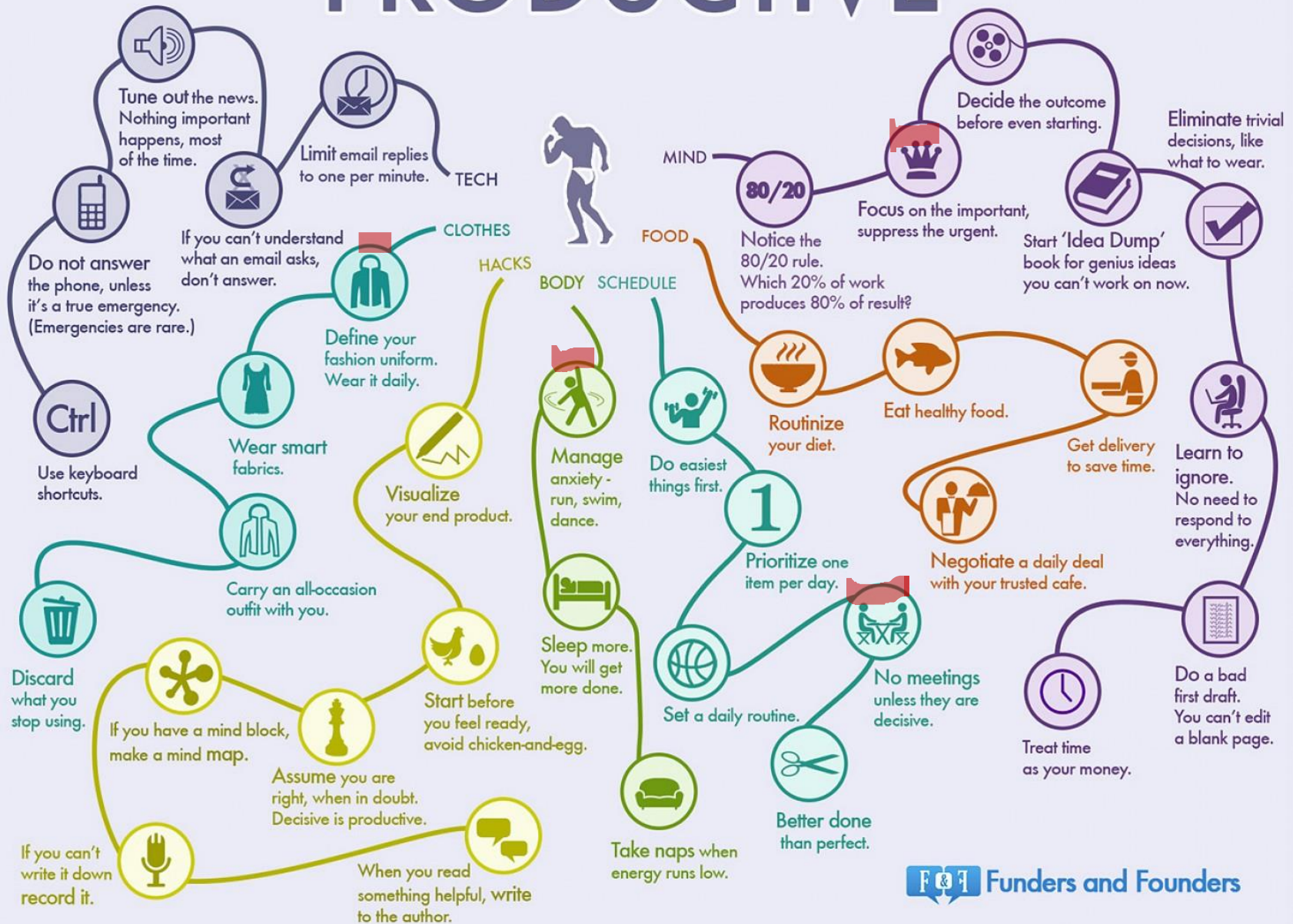
CANNOT

consultants

**What can you be doing just now?**

# HOW TO BE PRODUCTIVE

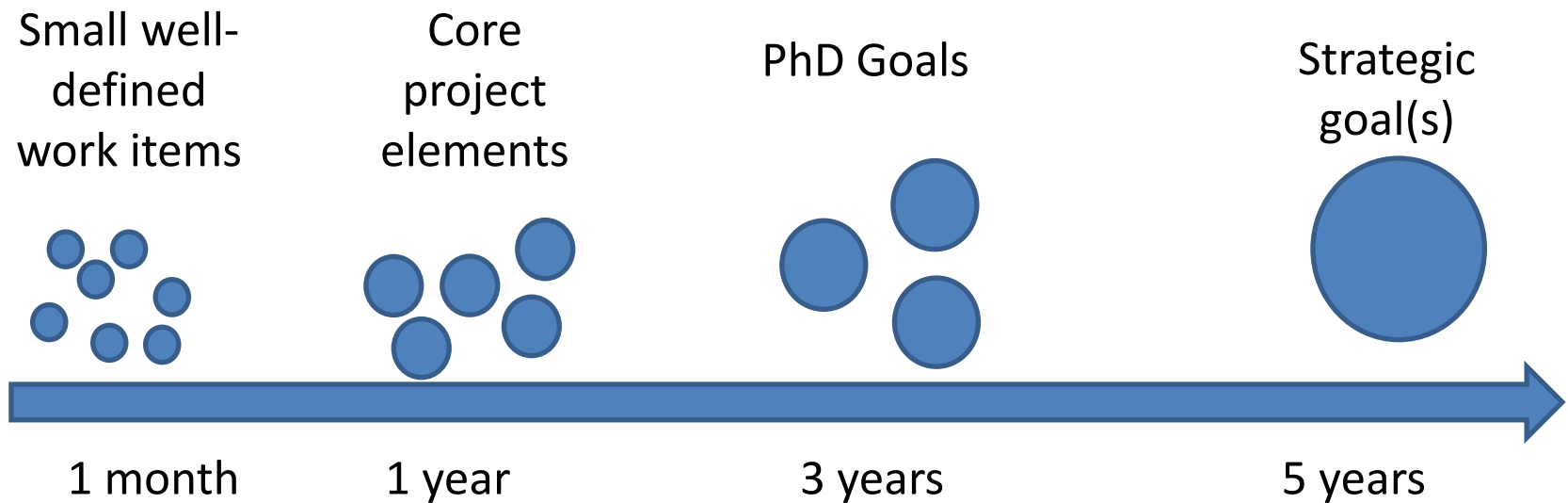
by Anna Vital



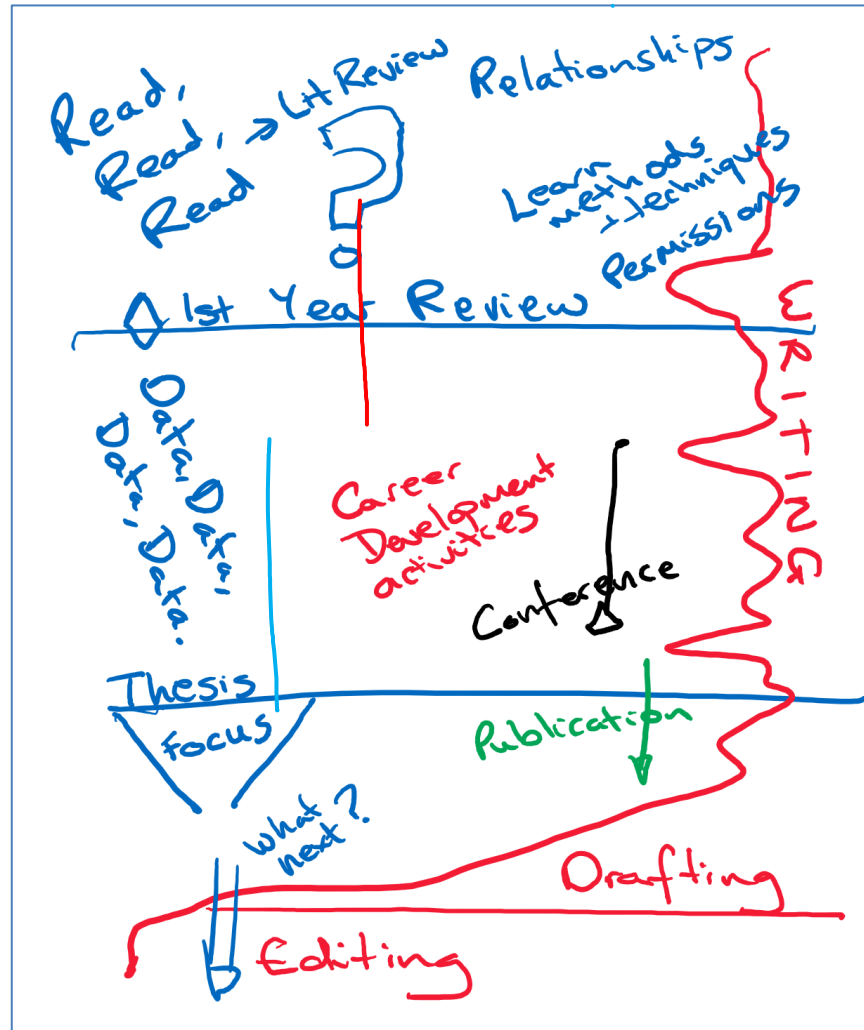


**What are your tips ?**

# Rolling waves of planning



# PhD Process



# Rituals

What rituals and routines help you to be effective?



# Workspace



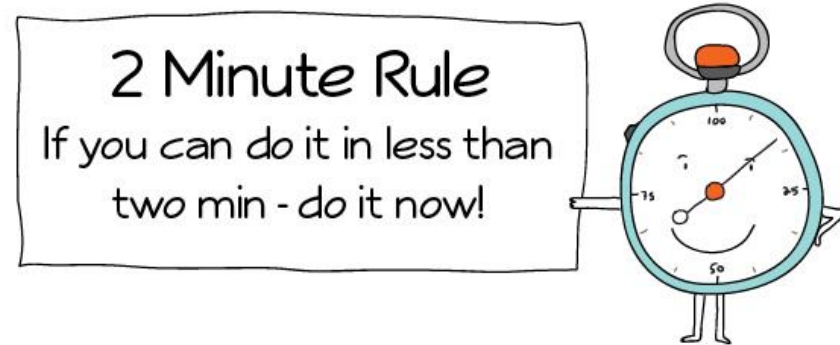
Microsoft Teams

**My** Consultants



- Worth reflecting on the good days:
  - What enables you to be effective?
  - What patterns are there in your effectiveness?
  - How could you reproduce these on a regular basis?

# Specific techniques

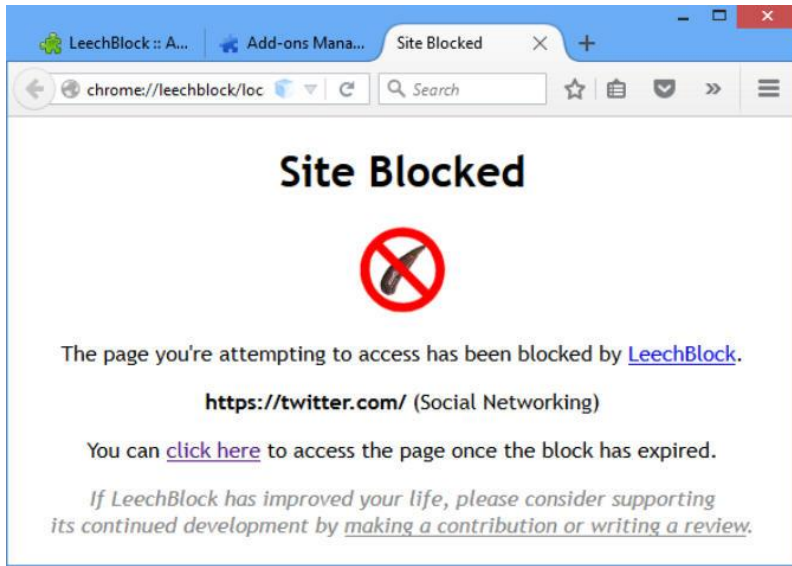


**my to-do list contexts:**

AROUND THE HOUSE - ANYTIME	ANY COMPUTER (INCL. SMART PHONE OR TABLET)
AROUND THE HOUSE - MY KIDDO IS AWAKE	ERRANDS
AROUND THE HOUSE - MY KIDDO IS ASLEEP	OUTDOORS/YARD
DESKTOP PC	PHONE - TALKING
DESK/OFFICE	PHONE - TEXTING
FAMILY MEETING	

Note: I learned this strategy and many more from David Allen's **Getting Things Done**. If you haven't read it yet, put it at the top of your list! It totally changed my life. It's available in Kindle, Audible, and traditional formats.

# Distraction Management



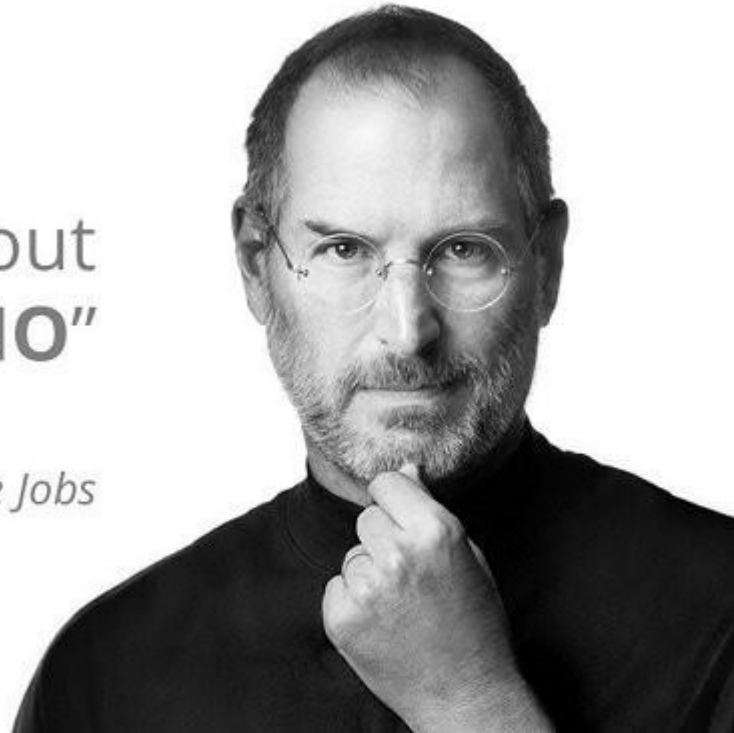
Childcare rota		
	Thursday	
0900	Robin	
1000	Catriona	
1100	Catriona	
1200	Robin	
1300	Robin	
1400	Catriona	
1500	Robin	
1600	Robin	



# Being realistic

"Focusing is about  
saying **NO**"

*- Steve Jobs*



# Exercise...



# Supervision

EXPECTATIONS

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vs.

REALITY

# Supervision

- Agreement on interactions
  - Frequency – should be more frequent at the moment
  - How will you interact (**zoom / skype** / emails / whatsapp)
  - Accountability (your and theirs)
  - Schedule meetings a long way in advance.
  - Schedule feedback – when are you going to send documents.
  - Think about feedback – better to get feedback on a rough draft / outline rather than spending time polishing
  - Ask for the feedback you need – be specific
  - What is the style of your supervisors – how do you need to adapt to fit around your supervisors approach.
  - Be clear about role of second supervisor.

# Community



- Who is your PhD community? How often are you checking in with them?
- Who else helps you be accountable?
- Who else supports when things are tough?
- Who else helps you motivate yourself?

**Questions?**

**Email me – [robin@myconsultants.net](mailto:robin@myconsultants.net)**