


Tips on Time Management

It feels like there is everything to do
and a finite amount of time and energy to do it

What is your current time management strategy?




Don't underestimate the value of planning

2) Brain Dump



10 minutes

00:01

 <p>Set up your main categories of responsibility e.g. <i>Research Teaching Clinical Service Personal</i></p>	 <p>Write down everything you need to do this week in its appropriate category</p>	 <p>Don't forget your strategic plan!</p>
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National Centre for Faculty
Development & Diversity

Immediate To Do's

Make a hierarchy of plans:

Past examples from WW:

First 100 days plan

A few weeks out

Task specific

01/04/2021

The first 100 days

① Research @ UT

- project ideation + flesh → MRSEC phonons
- flesh out project → NSF, STC - amphiphilic
- table of fellowships
- drafting of fellowships
- ✗ Welch Foundation application - *to do later*
- ✗ Sandia Labs LDRD paragraph - *to do later*
- ✗ XSEDE startup funds
- ✗ XSEDE internal funds
- start DOE grant → get NERSC hrs
- ideation + drafting - NSF computational proposal
- begin to identify recommenders - *write, talking*
- identify journal awards to apply to - *submit*
- ✗ ACS Petroleum Fund startup thing - *to do later*

② Teaching @ UT

- CHE 350 Spring 2022
- ✗ HWS, exams, recitation archive
- lecture reflection
- course survey evaluations
- ABET response
- ✗ final project rubric + ideation

③ Misc @ UT

- DAPS FECS chair things
- uni ID
- parking permit
- retirement enrollment
- health insurance enrollment

④ Recruiting @ UT

- update LinkedIn
- update group website → news
- posting for postdoc hire
- recruitment weekend strategy - *more, sell*
- update group wiki - *to do*
- make group wiki page
- recruitment video recording
- update + fill out recruitment slides

⑤ Wrap up @ Chicago

- hypoxylation draft - *revisions*
- JMCA review - *lots of edits + reformatting*
- ✗ 12 IR spectroscopy - *H₂O test case workflow*

05/20/2022 Things to do next

Grants

- Energy Seed Grant
- background
- motivation
- impacts
- team
- instruments
- XAS optics
- growth techniques
- industry support? - *no*
- not lab support?
- pitch - *to UTIS*
- NSF co-PI grant
- calc plan
- systems of interest
- introduce H₂O
- benzene?
- GHS email + pitch
- organic literature search
- deliverability
- two discussion maybe?

Group

- Group Wiki
- creating tutorial
- About tutorial guide
- BES tutorial guide
- both tutorial guide
- defects calc guide
- change state correc.
- DFT tutorial guide
- journal
- planning of figure
- cart argumentation?
- fellowships
- postdoc
- grad student
- set up people space
- submit + create it

Teaching/outreach

- light matter interaction
- mistakes
- what structure
- concepts?

Research

- Learning reading
- QFT for gited amos
- Che
- daily 1 hr
- at least 2 hrs/week
- Band/Facilitator
- electrochem
- at least 2 hrs/week
- better + electrode
- at least 1 hr/week
- literature catch up
- ✗ 2 hrs/week
- papers
- phonons + group theory
- Where do I spend my next?
- hypothesis paper
- review
- re-vamp old figures
- re-make new figs
- the methods
- the results
- the introduction
- parameter journal
- what for JACS?

Misc

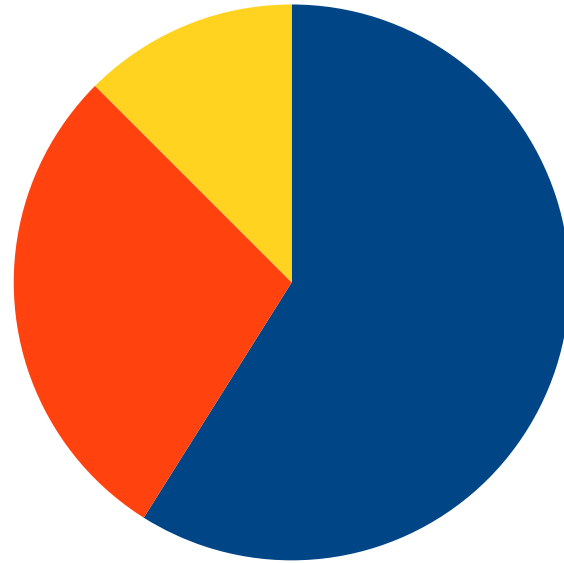
Month	Week	Grant Writing
October		Draft summary and text Aim 1 1 (Send to Jim)
		Draft summary and text Aim 2 2 (Send to Baldea)
		Draft summary and text Aim 3 3 (Send to Gyeong)
November		Preliminary data: database tutorial how to make a 4 Preliminary data or hypothesis for aims 1 and 2 who for support letter?
	5	Intellectual Merit/Broader Impacts
	6	Data Management + Facilities
December	7	Solicit feedback Deji revise research aims
	8	revamp figures
	9	revise research aims
	10	revamp figures
	11	Solicit feedback from Deji + 3 others per aim prepare supplemental docs- budget, bios, support
January	12	initiate submission process with Joey revisions round 2
		Initiate DOE BES YIP grant pre-application
		Literature search Welch grant
		2 Prep for Welch grant- literature search
		3 Prep for Welch grant- ideation/writing
		4 Initiate ACS PRF application cycle

Tracking your time:

[illegible]

Tracking and evaluating your time:

Week of Oct 3, 2022



Total hours: ~45 hrs/week

- Research total
- Teaching Total
- Service total (including 1/2 email)

Reflection:

“Ideal” ratio for TT faculty is 80-15-5 (research-teaching-service)

Currently not quite at that ratio, but it has improved since prior semester (~20-70-10)

Need to be more efficient at service