

# Doing all the things

(when the world is  
going to <insert word of  
choice> around you)

# Quick tips (w/caveats) - planning

- Plan your semester
  - Identify your goals
  - List the steps to reach those goals
  - Put them on your calendar
  - Include personal goals as well as work goals
- Caveats
  - Life happens and plans need to be adjusted – be kind to yourself without making excuses
  - We tend to be bad at judging how long something will take in the best of times

## Quick tips - priorities

- Align your time with your priorities
  - What will you be evaluated on for tenure? That's where your time and energy should be going
  - For most of us, that's research – pubs and grants
  - Teaching is important, but less is more (plan 80%, 20% suspension)
  - Service is important, but so is learning to say no

# Quick tips - writing

- Daily writing practice vs binge writing leads to more productivity (There's research to back this up!)
  - Why?
  - Writing time = reading lit, analysis – not just getting words on the page
  - Schedule your writing time – put it on your calendar and treat it like teaching or other meetings (5 days a week – take time off!)
  - Early in the day tends to be better
  - Use a timer
  - Make a note about where to start tomorrow
    - End mid-sentence
      - E.g “These results suggest that compared to others, spousal caregivers [START HERE – finish sentence, then impact on caregiver depression]
  - Busy days – 10 minutes, plus a sentence or two throughout the day
- Caveats
  - Use as starting point and find what works for you – when are you most productive, low energy, etc.
  - What worked for you last week, may not work this week

# Quick tips – resistance to writing

- When you just can't write, write anyway
  - 5 minutes, 10 minutes, 15 minutes?
  - Write about why you can't write
  - Get comfy with messiness, let go of perfectionism
  - Zero draft, hot mess draft, drafty draft – no one else need ever see it
  - List of random thoughts
  - Do something easy – tables, references
- Caveats
  - Sometimes you need to not write

# Quick tips – writing buddies

- Writing buddies
  - Parallel play
  - Accountability check-ins
- Caveat
  - Needs to be the “write” buddies (sorry)

## Quick tips - email

- OMG the email!
  - Schedule that too – for low energy times. Otherwise, keep it closed.
    - 10 min in AM when planning day, one hour in afternoon
- One touch rule
  - 2 minutes or less – respond
  - Delegate
  - Add to to-do list – next step
  - Trash
- To zero out the inbox or not?

# Resources – my current favorites

- National Center for Faculty Development and Diversity (<https://www.facultydiversity.org>) – institutional membership?
- The Pomodoro Technique (google it – there are a million free resources)
  - 25 minutes, 5 minute break
  - Specify what you will do for each 25
  - After 4-25 minutes work sessions, take a longer break
- RescueTime (<https://www.rescuetime.com>)
  - Free version or \$75/year for premium
  - Productivity over time – most productive time of day, days of week, over semester
  - Where I spend my time
  - Set goals (e.g., at least 30 minutes writing/day)





Insert your  
favorite tips and  
resources here