

Work Life Journey Task Force - Topic of the Month

TIPS for 2020 - Time Management

Time is that quality of nature which keeps events from happening all at once. Lately it doesn't seem to be working. — Anonymous.

Faculty and Staff life is full of diverse duties and responsibilities that can become overwhelmingly time-consuming. There is nothing you can do to get more time. "Multitasking" just means reducing the attention and the quality of our focus on individual tasks. Learning to control your time, however, may be a significant factor in your job success. Maybe your work life could benefit from the application of some time management tips specific to the faculty and staff workload.

10 TIPS for Effective Time Management

1. Set clear goals for life roles, including your work. Translate those goals into a plan.
2. Do what is meaningful to you, in and outside of work. This should contribute to your ability to prioritize and not procrastinate. When your daily activities reflect your values, you experience personal fulfillment, less frustration and more energy.
3. Accurately estimate how much time you need for everything you do. There is less chance of becoming overwhelmed or feeling guilty when you have assessed how to spend valuable time up front.
4. Schedule your time.
5. Manage distractions to protect your uninterrupted time.
6. Identify and minimize "time-robbers."
7. Prioritize tasks.
8. Manage your electronic life.
9. Create blocks of time for research during the semester.
10. Control your teaching preparations.

The best thing about being a professor is the flexibility ... you can work any 80 hours a week you wish!

—Bob Hilborn

RESOURCES:

- Article Time Management for New Faculty: https://www.sc.edu/about/offices_and_divisions/cte/teaching_resources/docs/time_management_new_faculty.pdf
- Article Time Savers: https://www.sc.edu/about/offices_and_divisions/cte/teaching_resources/docs/time_saver_tip_sheet_arnzen.pdf
- Article Do You Really Not Have the Time? <https://www.chronicle.com/article/Do-You-Really-Not-Have-the/45780>
- Article Lessons in Time Management: <https://www.chronicle.com/article/Lessons-in-Time-Management/45291>
- Book Getting Things Done: The Art of Stress-Free Productivity <https://www.amazon.com/Getting-Things-Done-Stress-Free-Productivity/dp/0142000280>
- Book The Time Trap: The Classic Book on Time Management: <https://www.amazon.com/The-Time-Trap-Classic-Management/dp/0814413382>

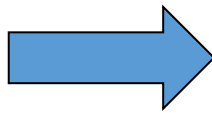
Don't forget visit Work Life Journey website! ☺ <https://www.unthsc.edu/college-of-pharmacy/work-life-journey/>

I am definitely going to take a course on time management... just as soon as I can work it into my schedule.

— Louis E. Boone

Relaxation Room Challenge RES 340B

- 30 days 30 people – Visit the Relaxation Room in RES 340B and drop your gold coin wrapper in the Bowl labeled ‘Breathe’ (with or without the chocolate still in it) – *Just a reminder to visit the relaxation room and to let us know YOU WERE THERE 😊*



- Post onto the Relaxation Room Wall by adding a photo or your favorite quote onto a sticky tab or sheet. Be sure to write your name on the back to be entered into the SCP Relaxation RAFFLE! Raffle Prizes awarded next month!



- Feel free to also leave a Note on the notepad located on the table to encourage others!

Thank you to all who contribute to the wonderful wellness focused efforts!