

Having a Career and a Life

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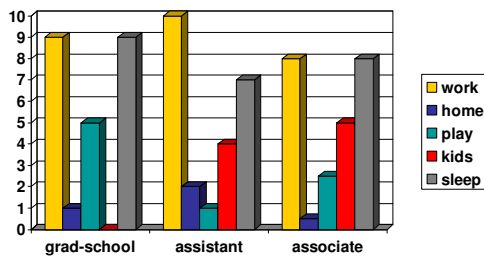
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Some History

- BA in Mathematics, McGill University.....June 1985
- Various dead-end programming jobs.....1985-1988
- Started graduate school, UMASS.....Fall 1988
- [Marriage](#).....Jan 1990
- Ph.D. awarded.....Aug 1994
- [Benjamin born](#).....Sept 1994
- Started as assistant professor, Purdue.....Nov 1994
- [Matthew born](#).....Feb 1998
- Tenure awarded.....Spring 2000
- [Divorce](#).....June 2000

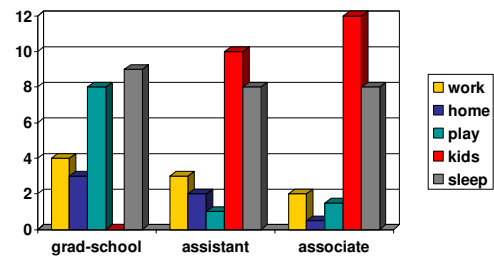
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How did/do I spend my time? (weekdays)



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How did/do I spend my time? (weekends)



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Time Management is Key

- Short meetings, with clearly defined end points (e.g., schedule meetings back to back)
- Work at home (or with door closed for part of the day)
- No meetings in the morning
- Don't see all graduate students in one day
- Social lunches are rare
- Avoid chatting in the hallway
- Make decisions quickly
- Make a priority list and follow it
- Read an email once, respond and file

- **Saying "NO"** – always answer: "Let me think about whether I have the time to do that at a quality I would be proud of."

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Documentation/Organization

- **At work:**
 - Schedule (put in personal appointments)
 - Keep good records (folder for tenure, etc)
 - Spend time thinking about how to organize email
- **At home:**
 - Appointment calendar
 - Prioritize activities with kids/family
 - Have kids put important papers in ONE place
 - Only go to the store once a week for all items....

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Things that mess up schedules and make free time evaporate

- Sick kids/sick nanny/being sick myself
- Snow days
- Work that comes out of no-where (not saying no when you should say no)
- Travel

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What's helped the most?

- Hired help (\$10/hour) to:
 - Make dinner
 - Buy groceries
 - Babysit when kids are sick, or there is a snow day
 - Run errands (dry-cleaner, post-office, school supplies, take car in for servicing)
 - Look after kids from 3-5 and take kids to swim lessons, piano lessons, soccer practice
 - Waiting for repair people/house renovations
 - Do laundry, pick up house

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My priority list

- 1) My childrens' and my health (including mental health)
 - Exercise
 - Time with my kids (being home by 5, volunteering at school, attending their activities, not being too tired to help with homework/playing)
 - Time to relax every day
- 2) My work and my extended family
- 3) My hobbies
- 4) Household organization.....

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