

Having a Career and a Life

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One Example: Career and Family Balancing

<u>Personal Life Milestones</u>	<u>Career Point</u>	<u>Year</u>
Married and moved	Finishing dissertation writing Start as Assistant Professor, Rice	85/86
First child.....	after 2 years in that position	'88
Second child	the yankees move north First PhD student graduates stay home for 1 1/3 years	'90 90/91
	Start as Assistant Professor, UD	'91
Husband leaves industry to be high school teacher, summers off		'94
Third child.....	4 years in UD position Go through tenure process	'95 97/98
Two teenage girls + 2 nd grader.....	go through promotion to full	03/04

Time Management: On the Job

- **Proactive Scheduling:** New schedule each semester:
 - Block out research time, reading time, regular meetings, classes, office hours; make visible to others
 - Best thinking time? Where to work?
- **Task management:** set deadlines and priorities; review
- **Responsibility Delegation:** service, grad student learning as they participate
- **Record keeping:** keep good records and files for courses, research, progress, service
- **Email management:** efficient and comfortable

Time Management: At Home

- **A Family Calendar:** doctor appointments, athletic events, conference trips, vacations, ...
- **A Family Effort:** tasks divided among members depending on ability and preference
- **Set priorities:** what is most important to you and each child
- **Focus on the present**
- **Build a support group:** parents, siblings, friends' parents, neighbors, college kids, babysitters
- **Built-in personal time**
- **Go on strike once in a while**

Time Management: Special Situations

- **Sickness:**

- Plan to work at home if possible
- Take to the office and cope
- Find a supportive caretaker
- Take turns with spouse

- **Traveling on the job:**

- Work through the whole week with family
- Make a schedule on paper
- Be prepared for mess-ups and a warm homecoming
- Call home frequently

- **Emergencies:**

- Build a support group and be willing to give your time and help

What have I learned?

- Each stage of life brings a different set of activities/issues/joys/priorities. Adjust routines and practices as we go along.
- **Work and play and family can be combined.**
- When I am forced to make a choice, I ask myself: "Will I ever look back and regret that I didn't do that?"
- **Good organization, planning, and communication prevent much grief.**
- You have to maintain a sense of humor.