

TIPS FOR TIME MANAGEMENT

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DO LESS.

- ★ **Prioritize.**

Not everything is equally important. Know your short and long term goals.

- ★ **Learn to say “NO” politely.**

Never say “yes” when you mean “no.”

- ★ **Delegate.**

Secretaries, grad students, undergrads, spouse, ...

DO IT FASTER.

- ★ **Make a schedule.**

Daily, weekly, quarterly. Avoid fragmented time. Trade off if you can't stand it.

- ★ **Be organized.**

Disorganization is not genetic.

- ★ **Stay focused.**

Learn to switch contexts fast and avoid thrashing.

- ★ **Don't confuse hard work with hard thinking.**

- ★ **Know yourself.**

Be sensitive to productive/unproductive times. Develop your own strategies.

- ★ **Be opportunistic.**

- ★ **Beware of e-mail.**

Turn off notification and observe the Read Once Rule. Compress it and forget it.

- ★ **Trade money for time.**

ENJOY IT MORE.

- ★ **Maintain a balance.**

MAKING IT WORK WITH KIDS.

- * Accept that parenting takes time.
- * Use your time management strategies where applicable.
- * Get great daycare.
- * Get lots of help.
- * Realize that you're not the only parent.
- * Get reduced teaching loads when needed.
Leave? Extension on tenure clock?
- * Take breaks. Exercise.
- * Realize that the best laid plans ...
- * Maintain a sense of humor.