Time Sickness - is there a cure?

Susan R. Johnson, MD
Professor of Obstetrics & Gynecology, and Epidemiology
Associate Provost for Faculty
The University of Iowa

"...it is mainly through the control of time that academic power is exercised."
Pierre Bourdieu

We are overwhelmed.

We are overwhelmed.

We try to do too much

We don't know what will help.

We resist change.

2 Myths

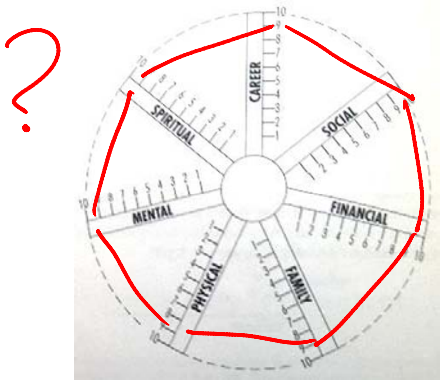
"Neatness is a virtue"

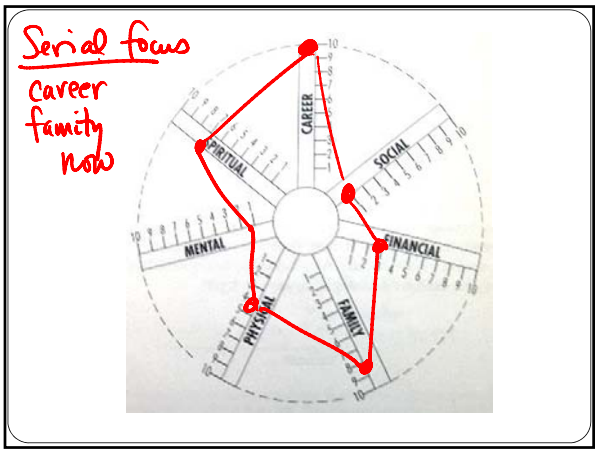
Myth 1

MESSY DESK -

"Strive for balance"

Myth 2





Do it now!

The
2 minute rule

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You are in
control...

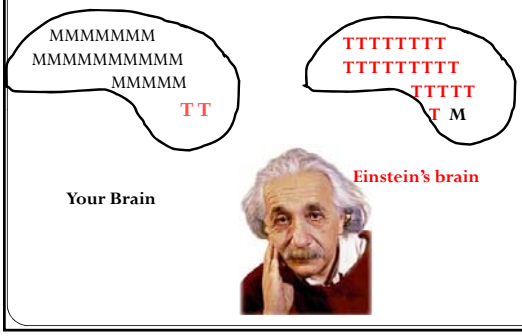
you need to
do it...

"Now, later"

Try…
Stop!

Keep *effective* lists

How the brain works…



Everything you are trying to accomplish.

List 1
Master list

Master List

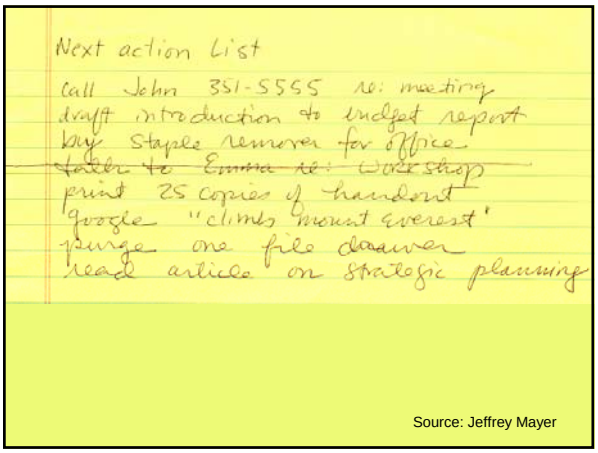
Work
Hire new secretary
Prepare expense report for Iowa meeting
Finish FY10 budget
Decide about title IX issue
Order tablet computer

Home
Birthday party for son on May 19th
Paint the house - complete by August
Defrost the freezer
Install TiVo
Plan for triathlon training

The tasks that need to be done to do what you are trying to accomplish

List 2

= "To-do" list



Source: Jeffrey Mayer

Anything you might want to do later.

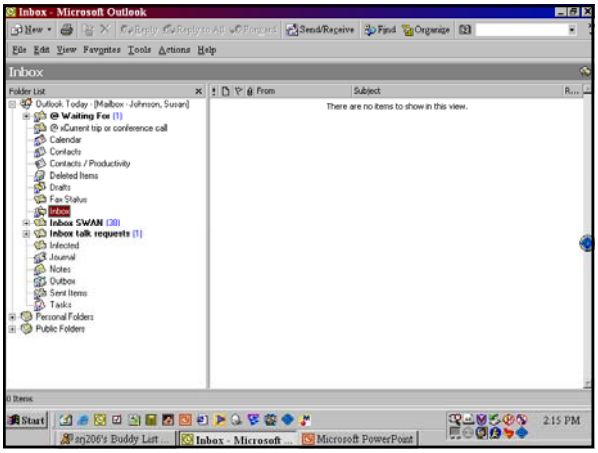
List 3

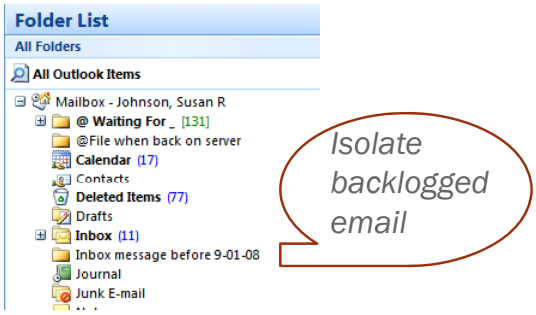
Someday - maybe

Someday maybe list

- Clean and organize the garage
- Learn Chinese
- Trip to Nepal
- Buy a hybrid car
- Second career as a florist
- Maui conference in 2008

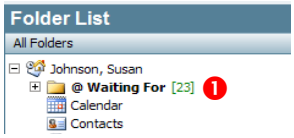
Keep up with e-mail





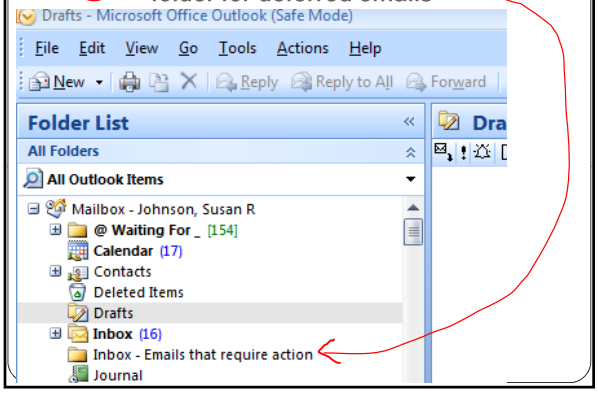
Isolate backlogged email

4 folders



"Waiting for" =
you are waiting to hear back from someone else

4 folder for deferred emails

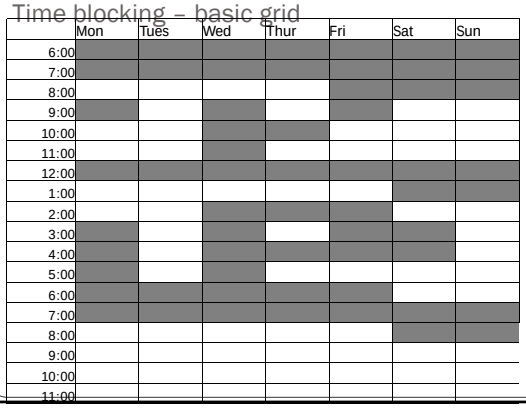


The path to "empty"

- Don't do email 1st thing
- Set a time limit
- Look *only* when you can process
- No skipping

Get a handle on your time.

Time blocking – basic grid



Time blocking – add personal time

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
6:00	meditate						
7:00							
8:00						work out	work out
9:00							
10:00							
11:00							
12:00							
1:00	work out	work out					
2:00							
3:00							
4:00							
5:00							
6:00							dinner
7:00				art			with
8:00	movie			exhibit			friends
9:00							
10:00							
11:00	Reading	for	pleasure				

Saying "No".

Why can this be so hard?

Start with a clear view of *your* workload and priorities

- Up to date master list
- Weekly review and time assessment

Guidelines for Pruning and Saying "NO"

1. **It's your job…**
2. **You promised**

3. Related to a long term goal
4. Interesting
5. You "should"
6. You're the only one…