

Faculty Development Fridays: June 3

Time Management Exercise

- (1) Choose a goal that you would like to accomplish over the next month. Make it specific and measurable. For example: "I will complete and submit a manuscript."
- (2) Make a list of everything that you have to do in order to complete this goal. Be as detailed as possible. For example: "Complete literature search, analyze data, create tables, create figures, make figure legends, write each section, edit each section, research what journal to submit to, review submission policies..."
- (3) Break up tasks into smaller sections.
- (4) Decide how much time each task is going to take.
- (5) Place tasks/ sections onto calendar.
- (6) Create a plan for every day of the month. This will include tasks related to your goal, but also all the other obligations you have and everything you want to do daily, on purpose. For example: exercise, walk dogs, eat, spend time with kids, time off etc. Be very specific. Create some time built in for unexpected events.
- (7) Follow your plan, even when you don't want to.
- (8) Evaluate at the end of each week and celebrate what you accomplished, review what didn't work and adjust your future weeks to try something different.