

Time Management

- Mental and physical health
 - o Exercise
 - o Pub night with friends
 - o Naps
 - o Free time
 - o Fishing
 - o Reading
- Time sinks: TA, research, classes, proposals, grants, papers, meetings, discussion groups, readings, parenting, social aspect
- Prioritize: deadlines, family, may shift with mental state
- Obstacles:
 - o new research area/techniques (learning time)
 - o Optimize time
 - o Unforeseen problems
 - o Build empty space or early deadlines; flexible
 - o Mid-ground on number of commitments (get involved but know limits!)
 - o Multiple tasks: do small tasks first to feel good and fewer left – less daunting
 - o Time activities and compare to number of expected hours
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- Accessible with boundaries
- TAing will take over
- Make time for:
 - o Research
 - o Courses
 - o Grant proposals
 - o Family
 - o Fun
 - o Sleep
 - o Food
 - o *Don't make time for some things!
- Schedule time
- Multitasking: TAing intercepts your day
- Know how/where you work best
- Know your skills and limitations
- Check lists/keep track of time
- Work with other TAs
- Set priorities

- Flexibility
- Balance/coping: Sleep, awareness, downtime, prioritize family, music, outside/body, understand yourself
- Prioritize: funding, thesis, research, courses, TAing, volunteering, etc
- Strategies: write it down (lists, calendar!)
 - Break tasks down into components parts
 - Phone alarm/reminders
 - Weekly/daily/monthly lists
 - Bounderies
- Poor ideas:
 - Netflix
 - Procrastinating
 - Saying 'yes' to everything
 - Not writing it down