Having a career and a life

From CRA-W web site
Jan Cuny, et. al.

Time Commitments Will Change
- Status of Career
  - Grad student
  - Pre / Post Tenure
  - Assistant / Associate / Full Professor
- Married / Single
- Age of Children

Make deliberate choices
- Know your long-term and short-term goals
- Prioritize
  - Make lists – with deadlines
  - Should do vs. must do
- Learn to say ‘NO’
  - Evaluate each request in terms of your goals
  - Will you have time to do it well?
  - Practice saying “no”
  - Beware of volunteering

More choices
- Make a proactive schedule
  - Daily, weekly, quarterly
  - Leave some unscheduled time
  - Schedule your class times / office hours that work for you
  - Balance social lunches, talking in hall, drop-ins, …
  - Know how long things take – crisis mode!
  - Avoid fragmented time
  - Know when something is “good enough”
  - Be sure to include your life: exercise, family, partner, hobbies, entertaining, fun, kids’ activities, meals, cleaning, sleep, vacations, …
More choices

- Be organized
  - Office, home, email, meetings, travel, class management, ...

- Be sensitive to your most productive and unproductive time
  - Making proposals, preparing for class, grading, research, ...

- Delegate
  - Grad students, undergrads, support staff, children, partner, ...

More choices

- Don't confuse hard work with hard thinking
- Making it work with kids
  - Accept that parenting takes time
  - Focus on important things
    - Volunteering, making stuff, homework, housework, meals, ...
  - Get great daycare
  - Get lots of help
    - Car pools, stay-at-home moms, sitters, kids, ...
  - Reduce teaching loads when you need to
  - Plan for emergencies

Personal Harmony

- Put yourself first
- Find your own balance
  - Time, energy
- Decide what works for you!
  - Be true to yourself
- If it isn't working, make changes
- Maintain a sense of humor