

Time Management and Family Life

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Time Management Advice I Gave Early-Career Faculty as Department Chair

- Teaching is important, but don't let it take all of your time
 - Limit hours available to students (work outside your office sometimes?)
 - Teach each course you develop several times
 - Don't reinvent too many wheels
- Make sure your work with research students is focused towards producing research output: ideas, software, publications

Time Management Advice I Gave Early-Career Faculty as Department Chair, continued

- Be a good departmental citizen but don't overdo it; people will love you but it won't get you tenure
- Get started with professional service before tenure review but don't overdo it; select opportunities that help your research career
- Productive time, not hours logged, is the key – know yourself, your need for balance in life, how productive your work time really is

Time / Career Management Advice I Gave Early-Career Faculty as Department Chair

Don't try to be a full professor as an assistant professor

(Next three slides are for reference only)

Things I Did as an Untenured Professor

Research

- Grant support from other faculty first summer, first grant in second year, multiple grants started later
- About 3-4 graduate students / year by 3rd year
- Wrote reasonable number of papers and one book
- Designed software, students did programming
- About 3 conference, 5 colloquium talks / year
- Developed research collaboration with local laboratory
- Got a great colleague!

Things I Did as an Untenured Professor, cont'd

Teaching

- Taught 6 courses (only 4 really different), most several times

Service

- Departmental search, executive committees (young dept)
- Local arrangements chair for national meeting
- Vice pres. and president of regional professional group
- First editorial position start of 6th year
- Organized several conference sessions, gave one short course

Things I Did as a Beginning Full Professor

- Headed department-wide research infrastructure grant
- Supervised about 7 graduate students / year, on multiple / larger grants
- Wrote more papers, with more student participation
- Taught fewer courses (but moved into new area)
- Branched into new research area and stayed in old one
- About five conference talks / year, turned down others
- Lots more university and professional service including multiple department/college/campus committees; first college-level leadership role; several professional society officer/board/committee positions; started new professional society group; four editorial positions

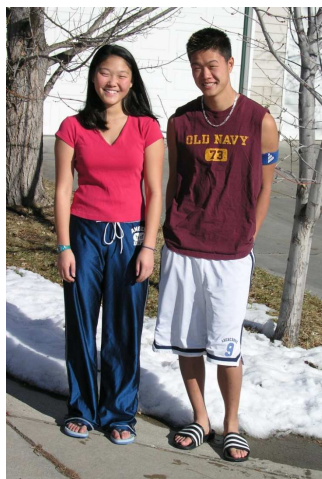
Perspectives as a Dean

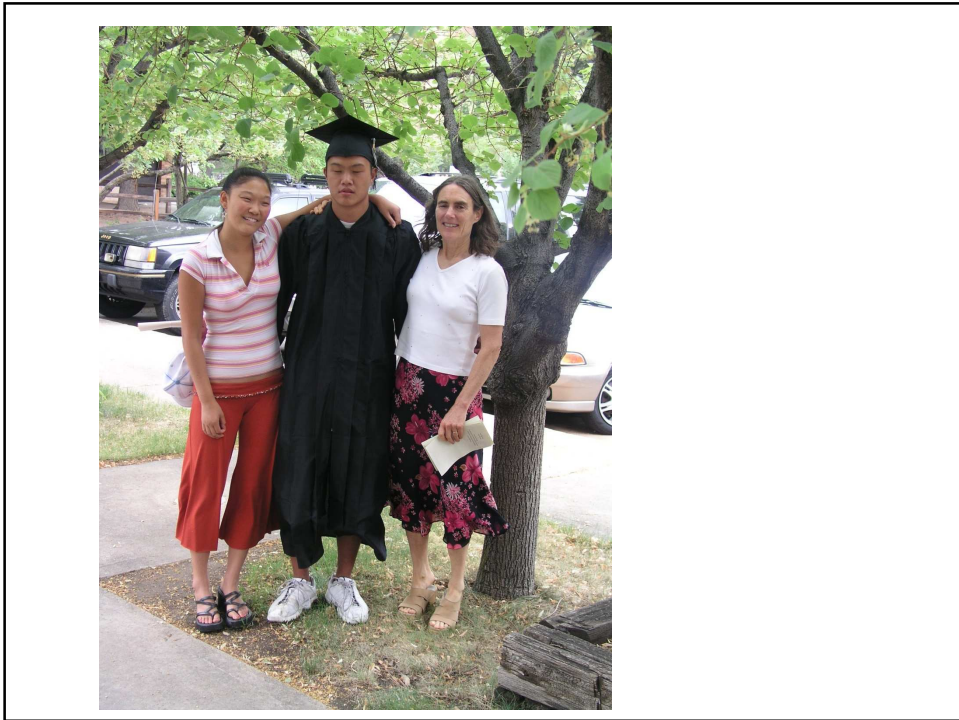
- Make sure you have a good mentoring relationship
- Make sure you get to repeat teaching courses
- Use startup funds wisely, but use them!
- Don't be reluctant to request leaves and/or flexibility for family or personal reasons
- Slow starts are common: don't despair, but don't dally
- Tenure is / should be about *impact*

General Time Management Principles

- **Organize**
 - What needs doing (lists! – daily, weekly, monthly)
 - Where you'll be working
- **Prioritize**
 - Do what's most important, not what's easiest
- **Constrain**
 - Know how much time a task is worth / you can afford
- **Delegate**
 - Students; departmental staff; household help
- **Just say no (nicely)**

Reflections on Family / Life and Career





Reflections on Family / Life and Career

- You need to decide what is important to you and enforce your priorities, the world won't do this for you
 - some personal examples :
 - NSF PI meeting on Mother's Day
 - Early morning meetings vs. child care
- Children still needs lots of attention after they turn ____ (1? 5? 13? 20?)

Reflections on Family / Life and Career, continued

- Dual careers and children requires accommodation, compromise, planning
 - Travel; work schedules; family responsibilities
- Can you have an academic career and still have time for
 - Children's activities?
 - Community service?
 - _____?

Answer: see first bullet on this topic

Reflections on Family / Life and Career,

- **You need to decide what is important to you and enforce your priorities, the world won't do this for you**

- **Can you have an academic career and still have time for**
 - Children's activities?
 - Community service?
 - _____?

Answer: see first bullet on this topic

Closing Thoughts on Life and Career

What do tombstones say?

You all are major successes already