

The Professional Juggle: How to Manage Time, Work and Life

Tiffany Potter, Professor of Teaching, English Language and Literacy

Judy Chan, Education Consultant, CTLT

Summer Institute 2019

Introduction:

- ▶ Name
- ▶ Roles at UBC
- ▶ What does 'Having a Life' mean to you?

Learning Objectives and Our Activities:

1. Examine and reflect on your time management strengths and weaknesses
2. Identify a number of tried-and-true methods to feel more confidently in control of your day to day life
3. Begin to commit to a (or more) personal best practices to manage your life at UBC and beyond

Everyone Needs a System!

What's your
system?

Balancing Your Life: Real vs Actual

- ▶ On your own, quiet reflection, jot notes if needed:
(2 minutes)
 - ▶ What's most important goal in your work life?
 - ▶ What's most important goal in the rest of your life?
 - ▶ What makes you happy?

Balancing Your Life: Real vs Actual

▶ 3 minutes:

What is the current actual state of your work/life balance? Why is it that way?

Balancing Your Life: Real vs Actual

▶ 3 minutes:

What is the ideal state of work/life balance; why would you like it to be that way?

It's Your Turn!

- ▶ (1 min) On your own, write down TWO concrete steps to help you move from actual to ideal
- ▶ (6 min) Share one of your steps with your group
 - ▶ Offer comments/suggestions for each other
- ▶ (1 min) Write down one more suggestion that might be useful for you

How to prioritize: Urgent vs Important

	Urgent	Not Urgent
Important	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important
Not Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important

“Email is a wonderful thing for people whose role in life is to be on top of things. But not for me; my role is to be on the bottom of things. What I do takes long hours of studying and uninterrupted concentration.”

Donald Knuth, Stanford Professor Emeritus and one of the godfathers of computer programming

Learn to Say 'No'



[Editing and Proofreading Services](#) [About Us](#) [FAQ](#) [Contact](#) [My Account](#) [Q](#)

[Get Started >](#)

 [Articles & Advice](#)

[Home](#) / [Advice and Articles](#) / [10 Time Management Techni...](#)



10 Time Management Techniques for Academics

Article Types

 [Articles & Advice](#)

 [Podcasts](#)

Articles For

[Academics](#)

[Authors](#)

[Business People](#)

[Corporations, Governments, Institutions](#)

[English as a Second Language](#)

[Personal](#)

[Students](#)

https://www.scribendi.com/advice/10_time_management_techniques_for_academics.en.html

When it's not balanced...

what can you do?

(breathe)

Finding the 'No'

- ▶ What is one thing you did last year that you could have said 'no' to?
 - *at work
 - *in the rest of your life
- ▶ What could you have done with that additional time?
- ▶ Reflect and jot down your thoughts; share with table group

Finding the 'YES'

- ▶ What is that one thing you can change from

Guilty Pleasure to Pleasure

Now what? Questions? Thank You!

- ▶ We advertise this for an hour to respect your time
- ▶ We will stay to help you make concrete steps to your 'ideal' and finding the 'no'

Tips and Tools Shared at the Workshops by participants

- ▶ Google Calendar; Google Task
- ▶ Buffer Time
- ▶ Establish long term, big picture goals
- ▶ Permission to be 'Done'

- ▶ <https://todoist.com/>
- ▶ <https://www.wunderlist.com/>
- ▶ <https://kanbanflow.com/>