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# Time Management

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**With thanks to**  
**K. Takematsu**  
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# In General...

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## Parkinson's Law

“If you wait until the last minute, it only takes a minute to do.”

## Hofstadter's Law

“It always takes longer that you expect.”

“Work is like an ideal gas: it always expands to fill the container it is placed in.”

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All joking aside, time management is hard work

# Outline

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- **Goals and Priorities: Research, Teaching, Service**
- **Pro tips, Self-Care, and Being Mentored**

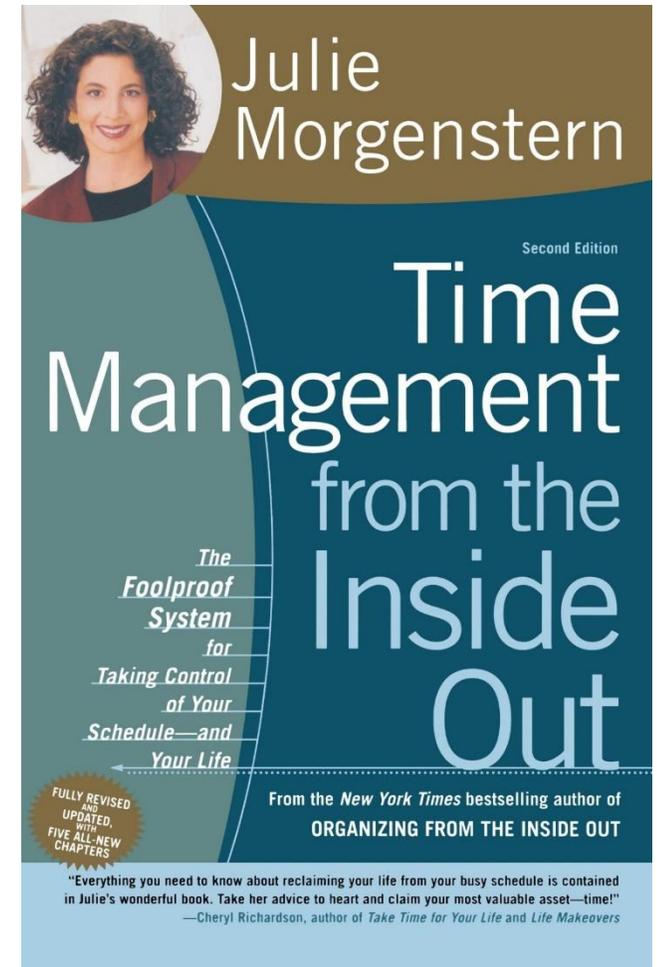
**Learning Outcomes: identify time management strategies and reflect on the roles of organization/prioritization in your personal career journey.**

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**Spend time thinking about TM; the rewards are**

# What Are Your Goals?

- Career: research, teaching, service
- Personal: self, family, financial
- “Clearest goals will get the most of your time, even if you don’t realize it.” -*J. Morgenstern*



Different categories of goals

# Setting **Research** Priorities

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Dependent on the stage of your career  
and your institutional structure

## Priorities

Research: students, publications, proposals

Visibility: reviews, talks, conferences, internal

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Adjust to fit you and your circumstances

# Research Tidbit 1:

## Students

- Prepare a mentoring, data management, and safety plan *beforehand*; then be prepared to adapt as needed.
- Invest in those first few students and train them to mentor.
- Work hard in the beginning on excellent data keeping for maximization of work impact
- For the love of all that is sacred and holy: SAFETY



No need to reinvent the wheel!

# Ideal Research Group Size

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Depends on ability to:  
Mentor  
Guide research  
Stay on top of projects  
Resources (supplies,  
stipends)



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“One PI’s joy is another PI’s

# Research Tidbit 2: Project Management

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- Stay organized with your current projects  
Ex. spreadsheet for projects/students  
spreadsheet for manuscripts
- Find a way to store/manage/prioritize ideas
- Keep a schedule of relevant proposal deadlines



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“Remember,

# Spreadsheets for Projects and/or People

Project	Personnel	Progress	To do	Misc	Manuscript
Active site 1	Grad student (postdoc), undergrad	C1A, D2A, E3A, F4A decreased activity	Kinetics, binding	Then mutagenesis	
Active site 2	Grad student	Survival, mut assays completed			In press
Dynamics	Grad student		Need to re-make constructs		

Grad Student 1	Co-workers	Progress	To do	Misc/Long-term	Manuscript
Active site 1	postdoc, undergrad	C1A, D2A, E3A, F4A decreased activity	Kinetics, binding, two more constructs	Then mutagenesis	
Active site 3	Undergrad, collaborator	Substrate specificity of G5A, H6A, I7A			In press
DNA		DNA structures designed	Need to re-make constructs		

Which sorting technique makes more sense for you?

# Current Manuscript Spreadsheet

#	Project	Personnel	Outline	To do/Waiting on	Manuscript Status
81	Genotoxicology	Grad student, undergrad	DNA damage sensitivity		Submitted 9/19/2018 Reviews received 12/1/2018 In press 2/5/2019
82	Protein dynamics	Grad student, collaborator	Single Cys	Backup journals X, Y, Z	Submitted 3/31/2019 Reviews received 5/20/2019 Revision submitted 6/20/2019
83	Protein activity	Grad student, collaborators	Kinetics, structures, thermodynamics	Backup journals A, B, C	Submit by 9/1/2019
84	Protein active site	Undergrad, Grad student, collaborator	ranking vs activity	Fold in with theory paper Target journal X Backup journals A, B, C	
85	Protein-protein interactions	Grad students	Localization	Activity, Grad student is writing	
86	Dimers	Grad student, undergrad	Distribution, kinetics	Spectroscopy; UG writing	
87	DNA damage responses	Grad student, MS students, undergrads	Genetic profiling, UG part written	Replicate of blots; Grad student is writing	

Tracking is a good way to see where you've

# Are Your Goals

SMART



“Failing to plan is planning to fail.”

## Research Tidbit 3:

### Visibility

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- **Keep a list of relevant upcoming meetings to attend**
- **Consider traditional and creative networking opportunities**
- **Have some slides ready to give a seminar (internal and external)**

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**Be on the lookout for opportunities**

# Setting **Teaching** Priorities

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- Important! First time through a prep will likely be time-consuming and difficult
- Start the term “tough,” then move to “caring” (not the other way around)
- Take good notes so v2.0 is markedly improved
- Use courses to find good research students

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**CER: teaching is research and research is**

# Teaching: Outside of the

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## Lecture

- Effective office and review hours
- Take advantage of any online/institute resources
- Grading or supervise grading of assignments
- Advising of students in your course, writing letters of recommendation (system of organization)

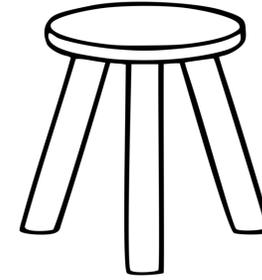
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Far more time invested outside of the classroom

# Setting **Service** Priorities

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- Service finds us all
- Important! Decide how you want to make your mark, then focus on those items
- Service possible at every level: national, regional, local, institutional, departmental



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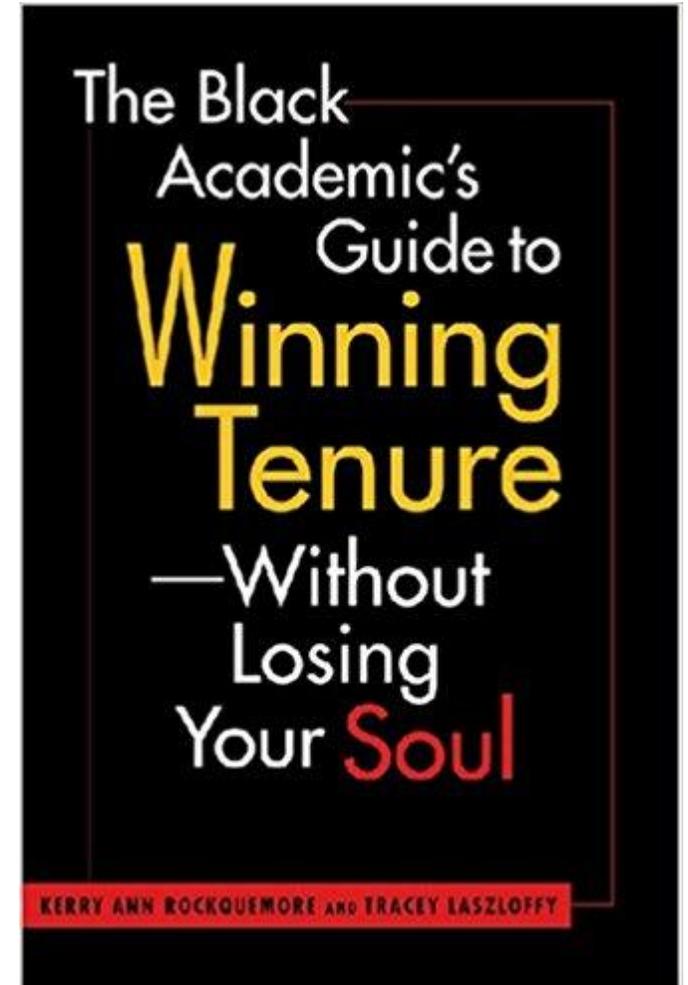
The most varied of the three stool legs?

# Yes and No

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Say Yes to things that increase:  
scientific opportunities  
professional visibility  
connections to causes cared about\*

Say No to things that:  
you reasonably can



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Top lesson from the old folks: learn to say No

# Staying Organized

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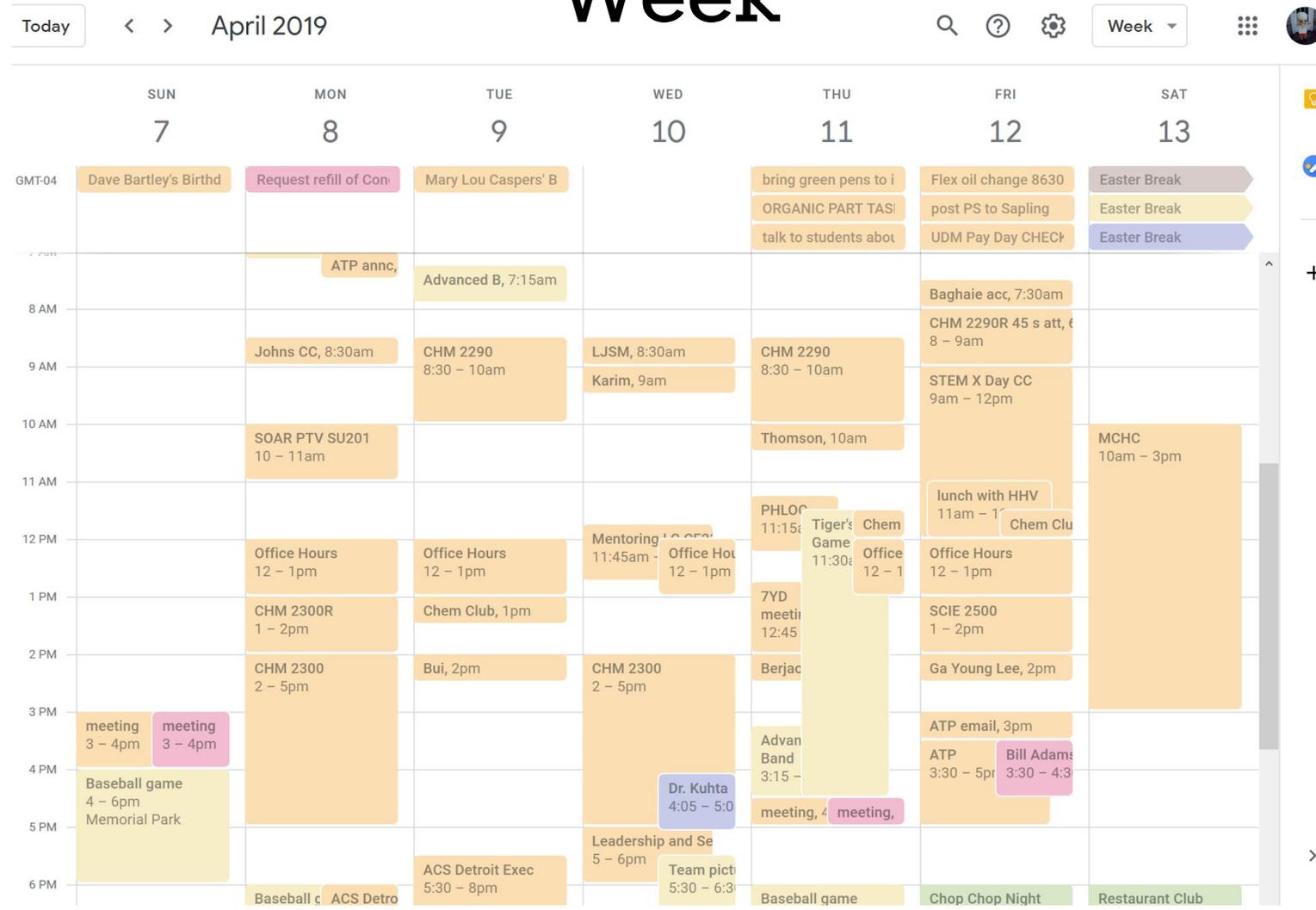
- The **ONLY** real limiting reagent: time
- Electronic calendars are the greatest thing in the history of the world
- Communication: Slack, many others
- “Clear your desk”



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Spreadsheets, task mapping, to-do

# A Typical Week



One way to find out what you've been up

# Are You Effectively Managing Your Time?

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- Use time-tracking software/app (Excel?) to see how long things really take, then budget
- Schedule **EVERYTHING**
- ...includes the prep for the event, day, week, etc.
- Busyness *can be* a form of laziness

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“Don’t mistake activity for achievement.” – *J.*

# Setting **Personal** Priorities

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- What is most important to you?
- “The Main Thing is to keep the Main Thing the main thing.” – *S. Covey*
- Find resources to maintain those priorities and schedule the time for them

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Personal priorities differ from professional ones

# Life, the Universe, and Everything

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Try very hard to prioritize  
self-care highly



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Taking care of yourself does not mean “me

# Best Practices for Self-Care

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- Basic Needs (sleep/eat/water/exercise/hygiene)  
(\*physical health)
- Consider Your Relationship with Technology
- Recognize Stress to Avoid Burnout (\*mental health)
- “Be Kind” Portfolio\*\*

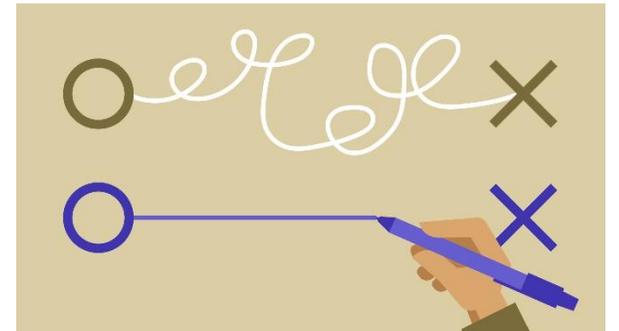
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PIs that invest in their own self-care  
can better help others (students/colleagues) in this regard

# Simplify What You Can

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- Too many choices aggravates stress  
Clothing, travel, notifications
- Delegate, outsource, automate
- You cannot prepare for everything



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Life will needlessly complicate things no matter what

# Manage Multiple Demands

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- Track and prioritize: do, decide, delegate, delete
- Don't let the perfect be the enemy of the good enough
- Learn to differentiate urgency and importance; learn to recognize shifting priorities (the "Eisenhower Index")

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Think of an activity with varying urgency/importance

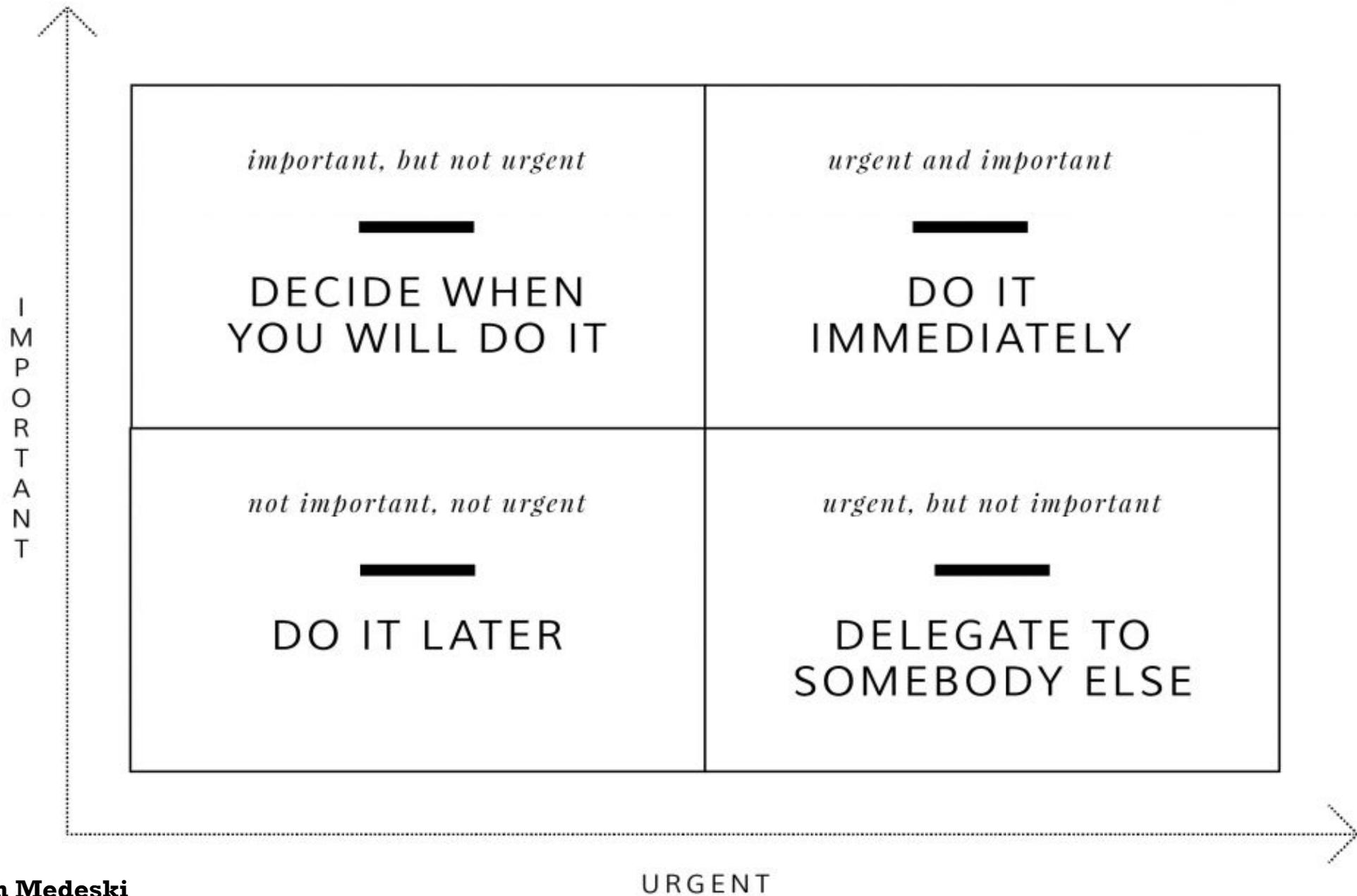


Image: Josh Medeski

URGENT

# Find Quality Time to Do Anything

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- Stack commitments contiguously, if possible
- Respond to email during designated times, not in real time
- Avoid the “tyranny of tiny tasks” (larger volume of small tasks due to technology - *T. Wu*)
- Each task needs to be lower cost, higher impact

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When are the key times of year for a

# Help is Available for Those Who Ask

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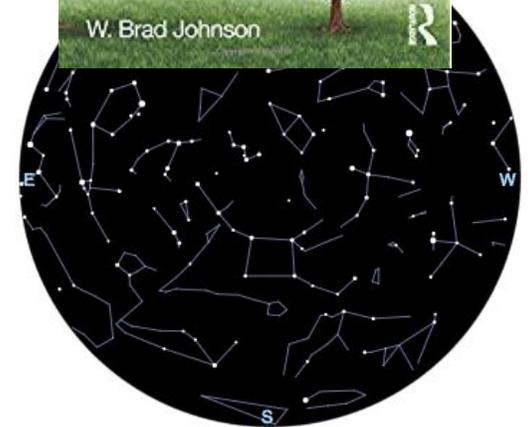
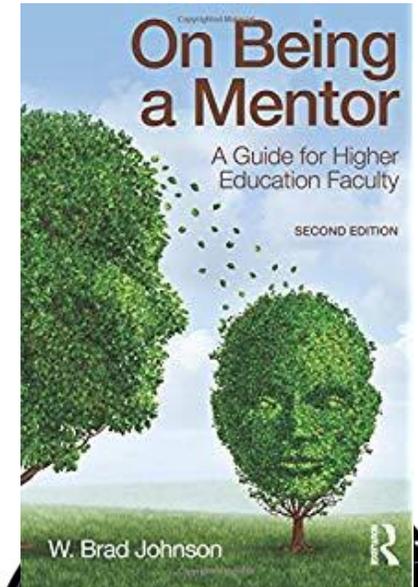
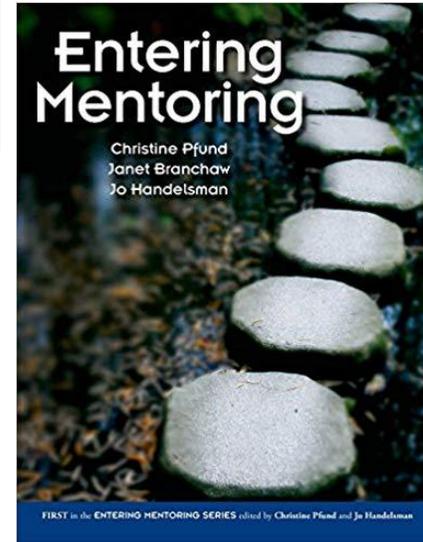
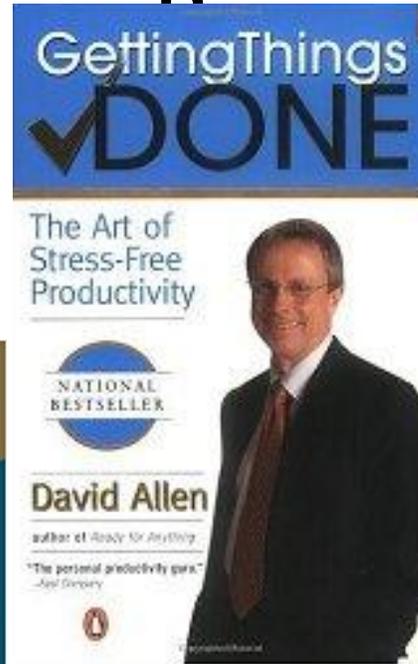
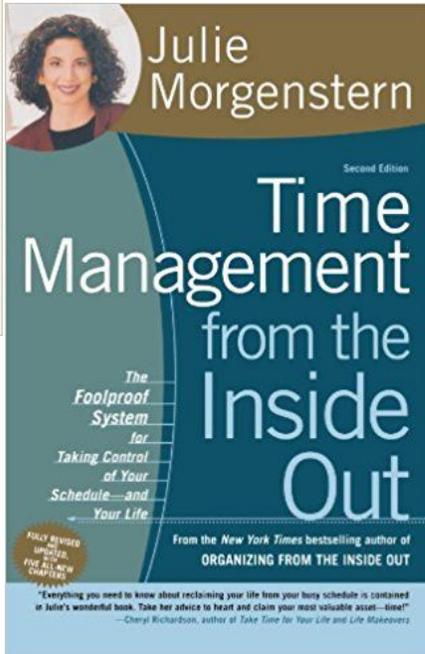
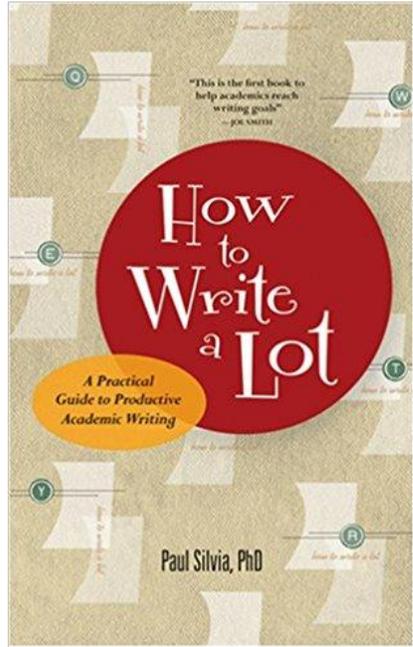
- Professional services: therapist, life coach, organizer, social worker, project manager
- Mentors/Colleagues: everyone here today!
- Normalize smaller and larger issues, know which to approach the Administration about, and which best not to

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**Ask for help and again, be kind to yourself!**

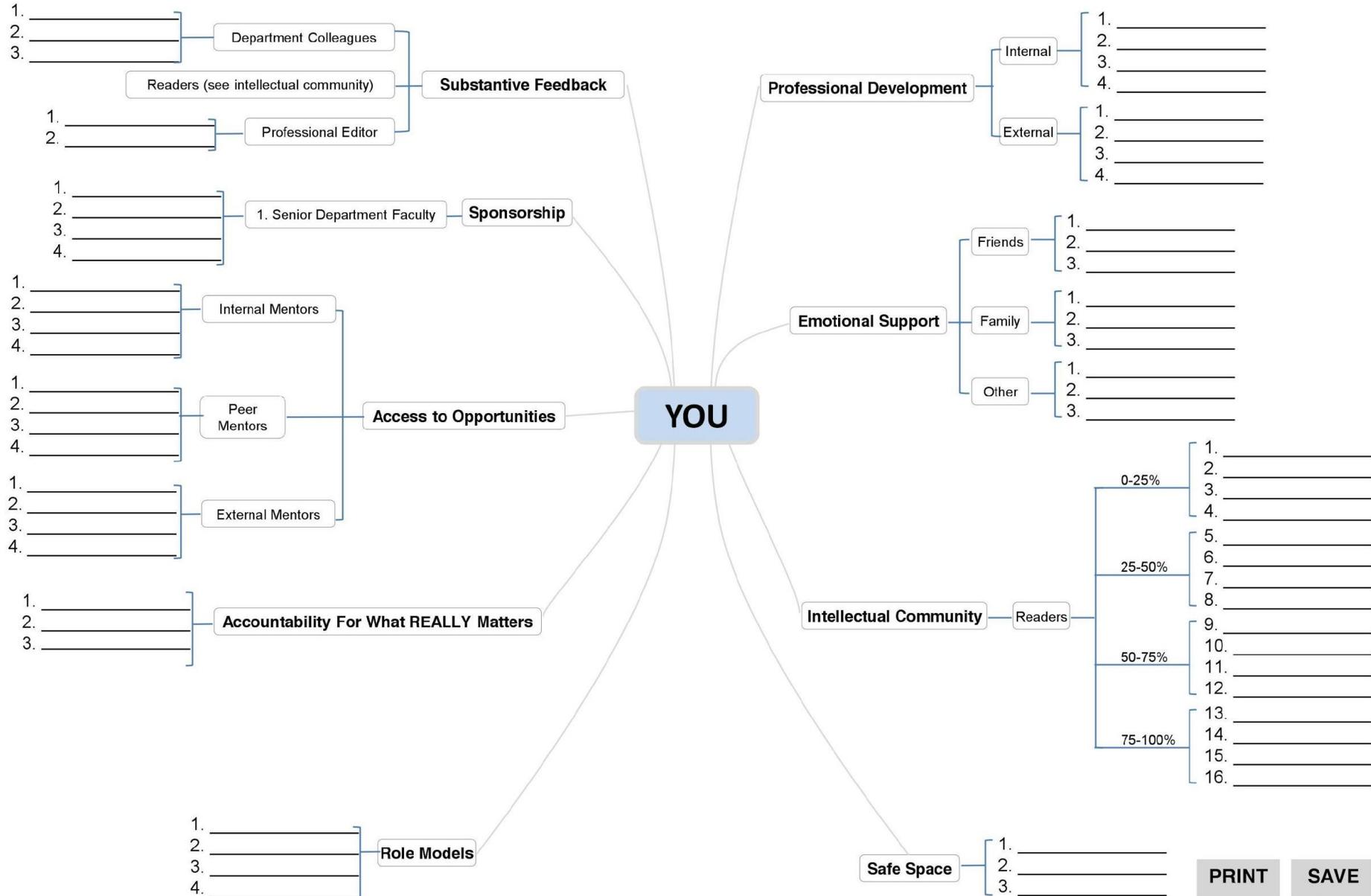
# Many, Many

# Resources



[miomj@udmercy.edu](mailto:miomj@udmercy.edu)

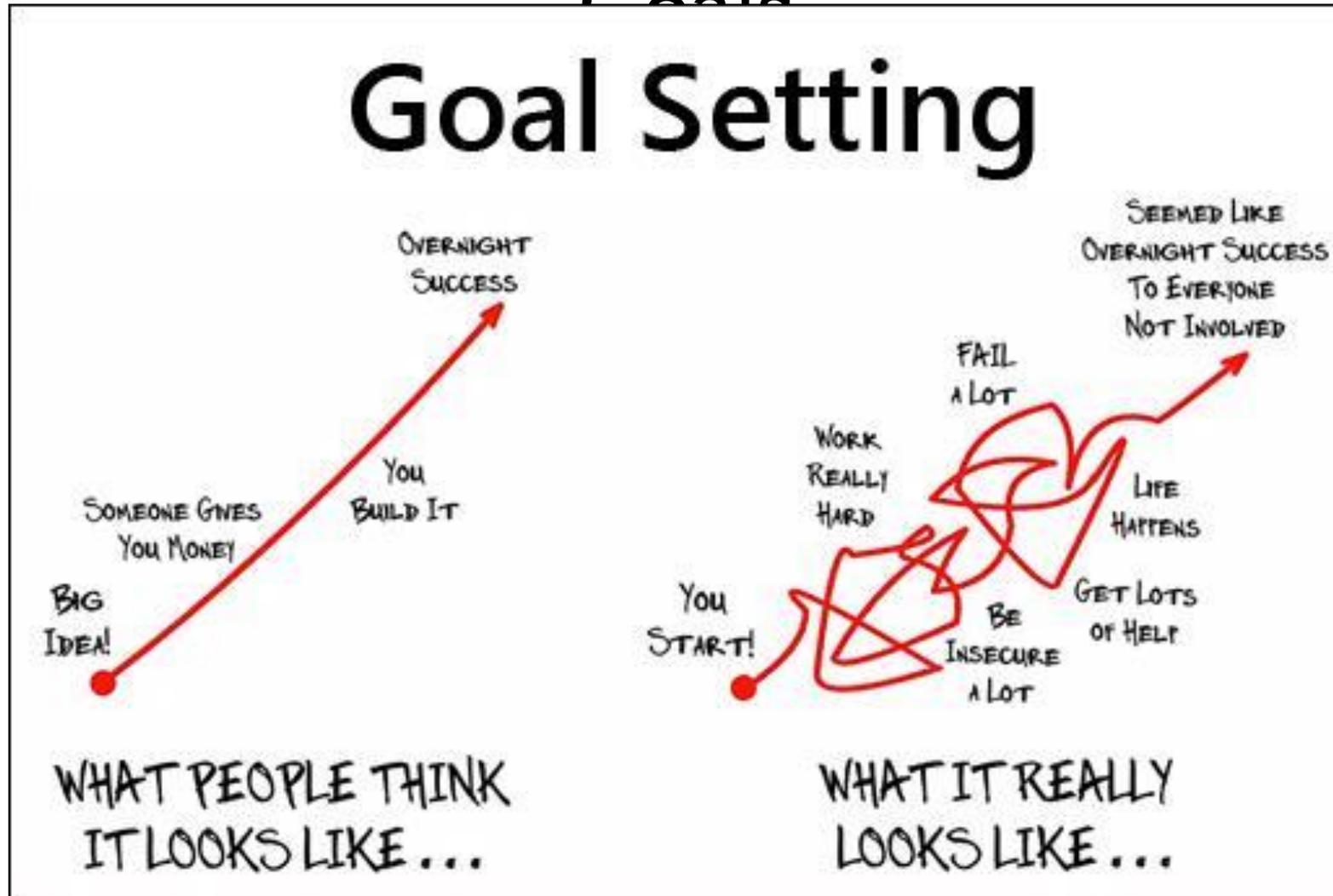
# NCFDD MENTORING MAP



# Your Ultimate

Goals

## Goal Setting



Thanks for your kind attention and **CONGRATS!**