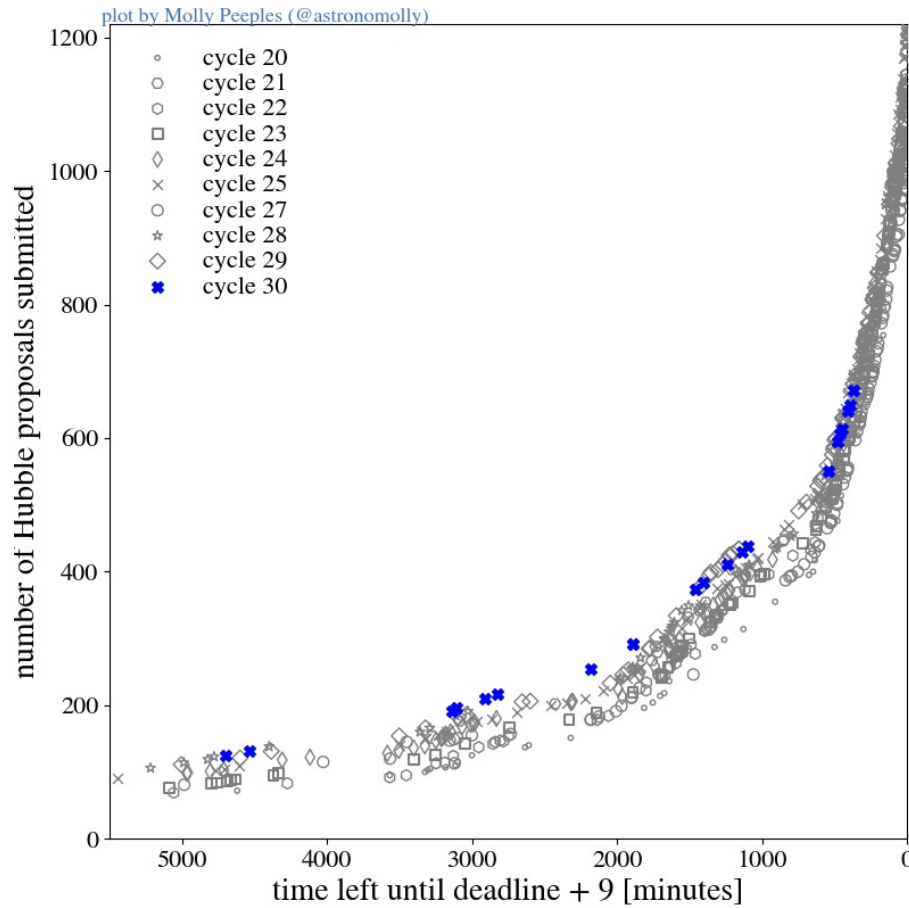**Georgia Tech College of Sciences**
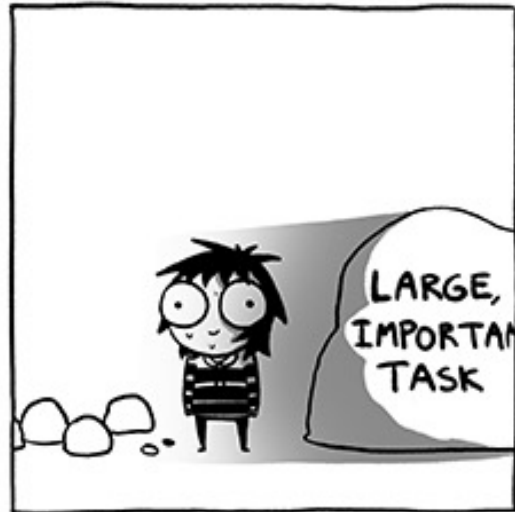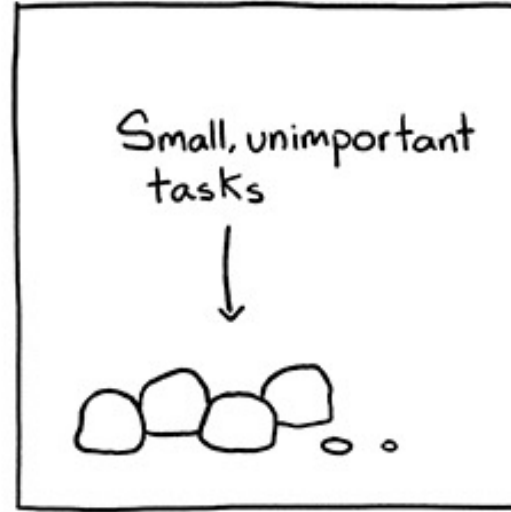**School of Physics**

**Dr. Emily Alicea-Muñoz**
EPT Workshop, 28 April 2022

# Time Management

Because everyone procrastinates (even professors)
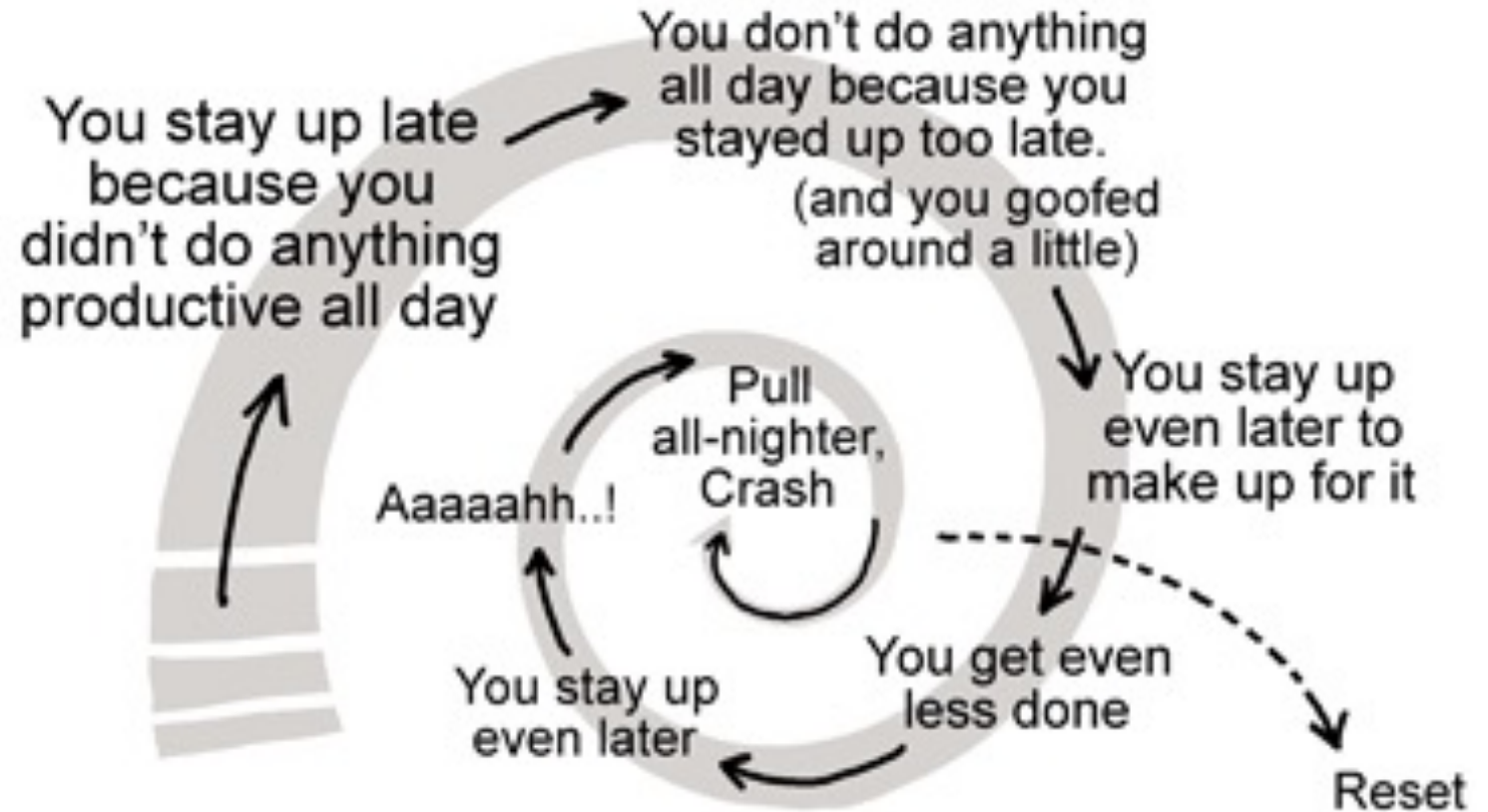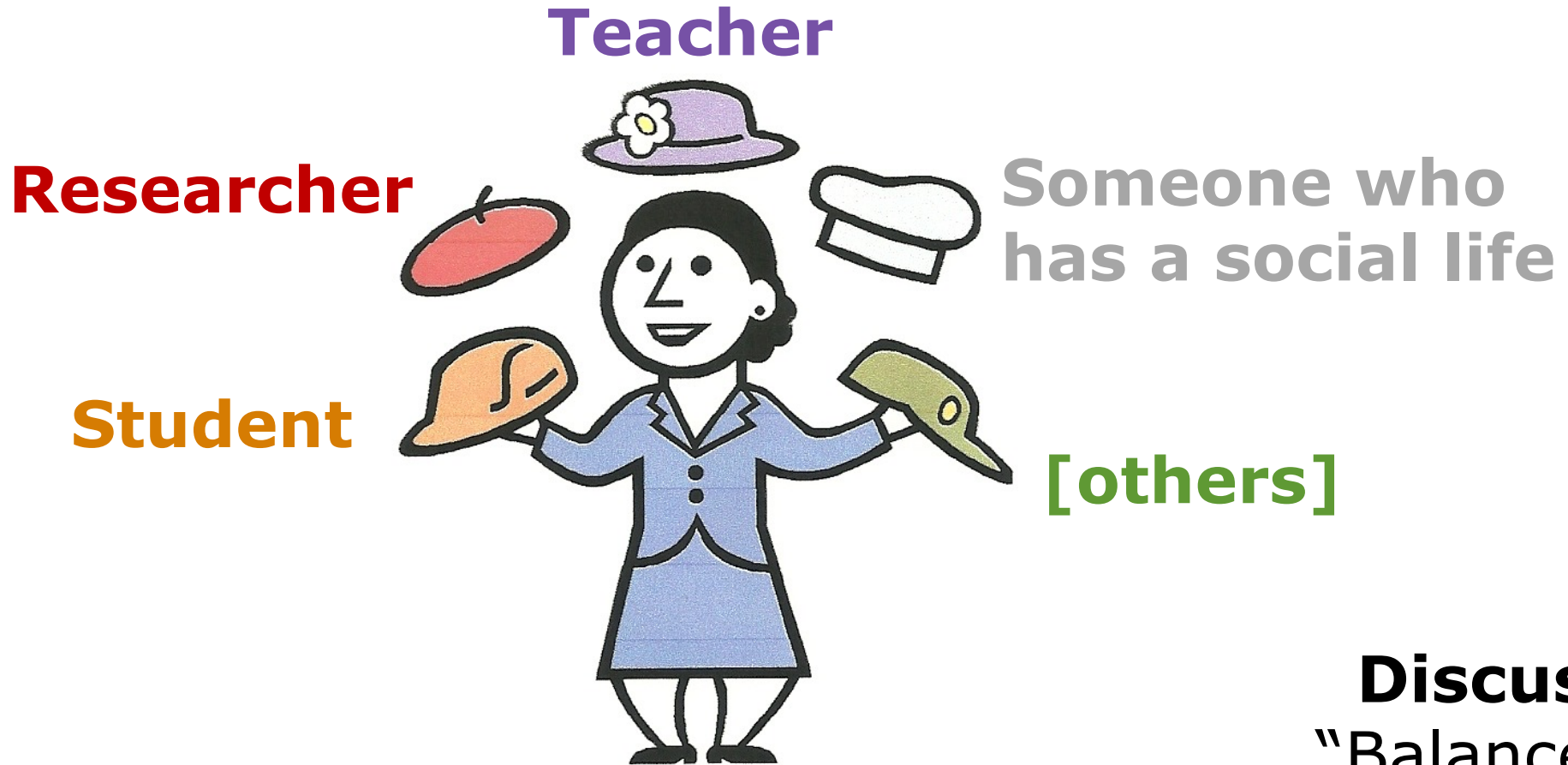
# Maybe you've experienced this...

# ... or this ...

# Managing time can be difficult

Teacher

Researcher

Student

Someone who has a social life

[others]

**The average TA**

**Discussion:** "Balance" and "Tomorrow I'll be productive"

# Where does the time go?



- TA duties
- Going to class/lectures
- Homework and studying
- Research
- Commuting
- Sleeping
- Cooking and eating
- Other chores
- Personal care
- Exercise
- Hobbies
- Social life
- FREE TIME
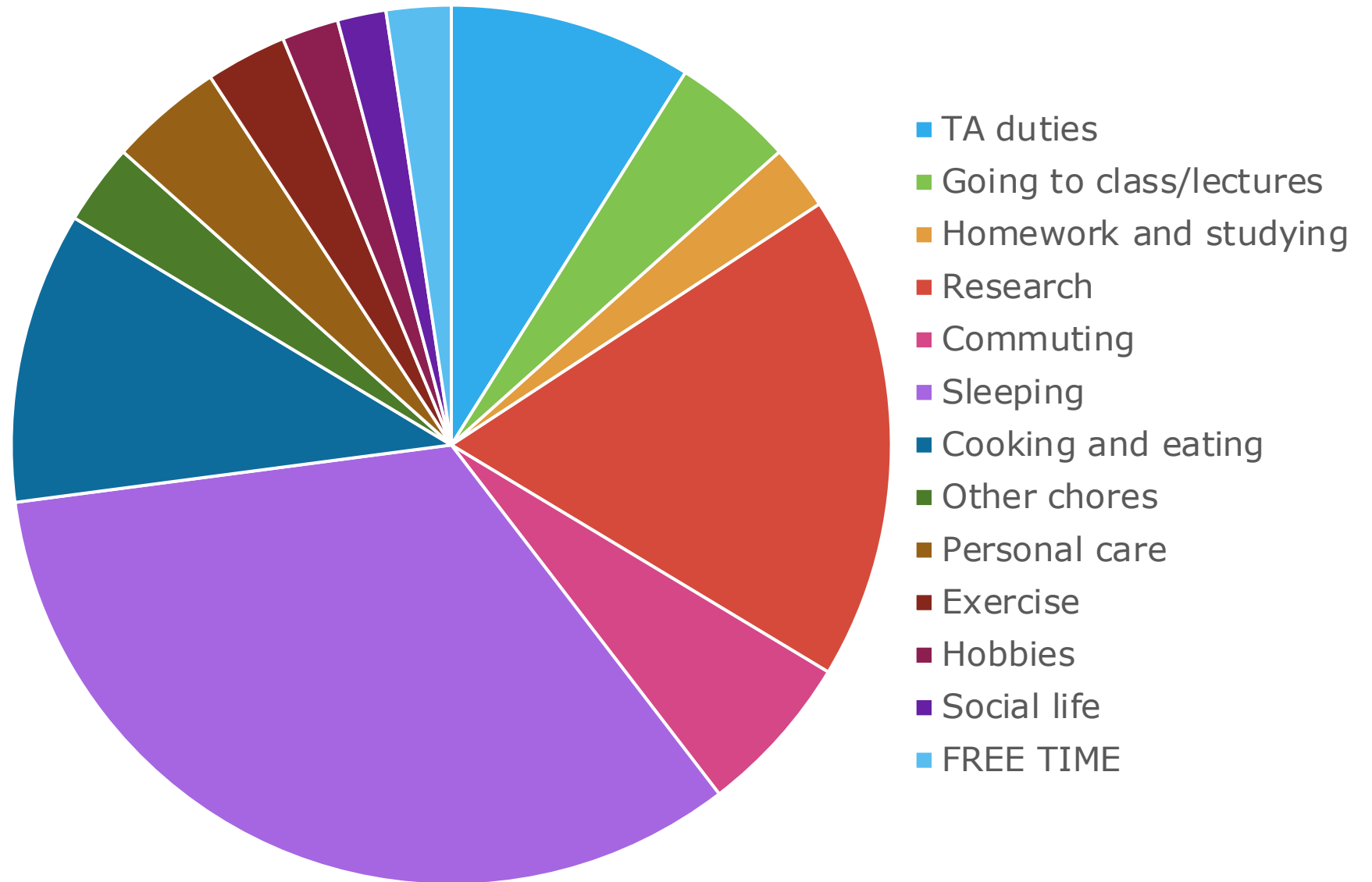
# Important/Urgent Matrix

# Time Management Strategies

Do you use a **calendar** app? A **reminders** app? A **to-do** list app? If you don't, start doing so!

- Calendar for recurring events (color coding also helps!)

- Set **research days**!

- Reminders for deadlines

- To-do for tasks

- "If it's not in writing, it doesn't exist…"

# Time Management Strategies

Take inventory and **set goals**

- ☐ Is this important? Is this urgent?

- ☐ Identify time-sinks and possible workarounds

- ☐ Estimate: how long will this take to do?

- ☐ Use **rubrics** for grading

- ☐ Break a big task into smaller chunks! It is very satisfying to frequently check small things off the to-do list, much more than having ONE BIG THING still there waiting to be done
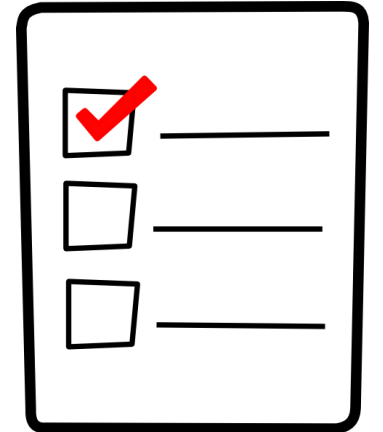
# Time Management Strategies

Identify your **peak productive hours**

☐ Are you a morning person?

☐ Are you a night owl?

☐ Work in chunks during your productive hours to avoid burnout (e.g., Pomodoro method)

☐ Make sure productive hours don't interfere with self-care (e.g., sleep!)

# Time Management Strategies

Handle **email/slack/work communications** efficiently

- Easier said than done, sometimes emails come in faster than you can resolve them

- Set inbox filters (mailing lists!)

- Prioritize! You CAN ignore emails that are not urgent

- Set specific times for handling emails from students (and let students know of these times early in the semester)
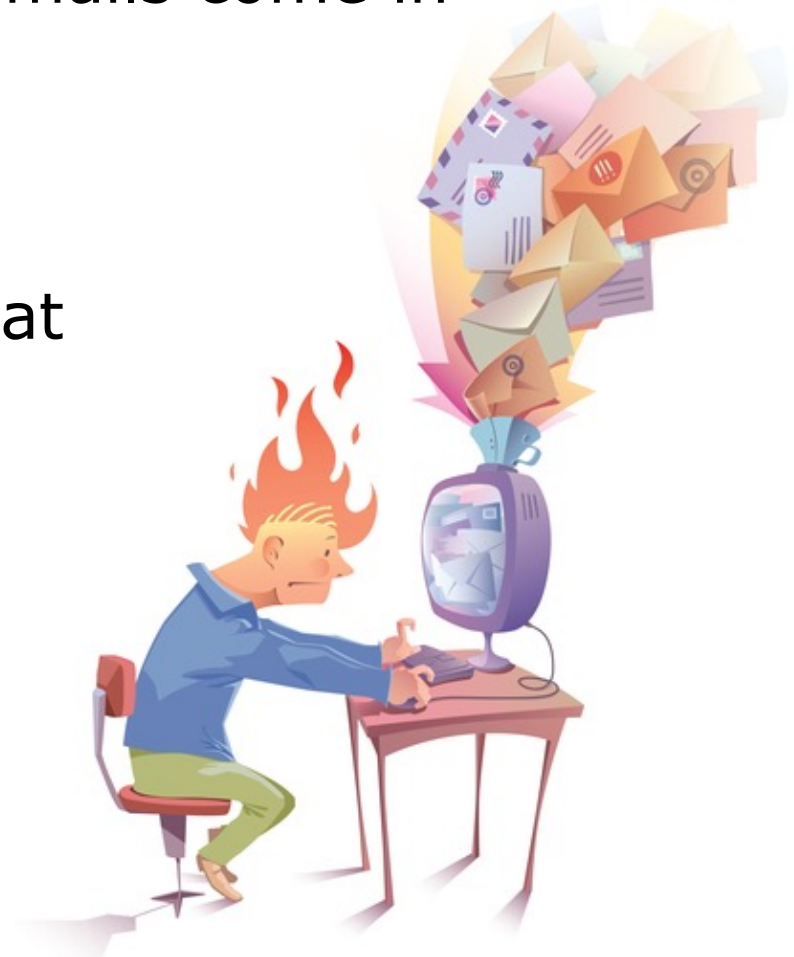
# Time Management Strategies

Plan for **unexpected delays and interruptions**

- You can't plan for what you don't know, but it's a good idea to give yourself some wiggle room just in case

- Try to stay in the **important but not urgent** quadrant

- Be kind to yourself when unexpected delays happen (e.g., hospitalization, family emergency, laptop broke)

- **Back-up your data!!!**

# Time Management Strategies

Avoid **procrastination** but also set aside **time for yourself**

- Taking classes? Study a bit each day after class, look at homework problems the day they are given

- Need to grade many papers? Make a goal to grade N papers today and give yourself a small reward when you finish

- Start early on long-term projects

- Make sure to eat, sleep, and take care of your physical and mental health