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Time Management in Graduate School

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Before we get started....

What one thing could you do (that you are not doing now) that, if you did on a regular basis, would make a very positive difference in your personal life?

Before we get started....

What about in your work/school life?

Time Management

- One definition: the practice of using the time that you have available in a useful and effective way, especially in your work
- Another: the process of planning and exercising **conscious control of time spent on specific activities**, especially to increase effectiveness, efficiency, and productivity.
- Time management as *self management*

Self management

Putting first things first

		URGENT	NOT - URGENT
IMPORTANT	<div>Quadrant of Necessity1</div> <ul style="list-style-type: none">• Impending deadlines (that are important and have long-term consequence to your life)• Crisis/Emergencies• Certain e-mails that may change your life (job/deadline)	<div>Quadrant of Quality and Personal Leadership2</div> <ul style="list-style-type: none">• Building long-term solutions/systems• Cultivating relationships• Building career• Personal/Skill development• Improving health/wellness	
	NOT IMPORTANT	<div>Quadrant of Deception3</div> <ul style="list-style-type: none">• Interruptions/Distractions• Most emails• Some meetings• Spending a lot of time on inconsequential tasks• Dealing with some requests	<div>Quadrant of Waste4</div> <ul style="list-style-type: none">• Most internet surfing• Most social media• Watching/reading news (to some extent)• Excessive gaming/streaming

Eisenhower matrix

Exercise

What do some activities look like for each quadrant in grad school?

URGENT

NOT - URGENT

IMPORTANT

1

2

Reading papers

P

Attending workshop on time management
mistake you made on a grant proposal

4

NOT IMPORTANT

Exercise

What one thing could you do (that you are not doing now) that, if you did on a regular basis, would make a very positive difference in your personal life?

Did this fall in Quadrant II?

Keeping the goal and your life in perspective

- Why are you going to graduate school?
 - *Support yourself and family?*
 - *Intellectual stimulation?*
 - *Have an impact/make a difference?*
- Make time for cultivating these activities **now**.

How do I actually do the stuff in Quadrant II?

- There's only so much time: needs to come from Quadrants 3 and 4!
- **Saying yes to one thing means saying no to something else**
- **Be intentional with your time: align it with your priorities**
- What will you be giving up/doing less?

Your turn

Now write down 3 things that are your priorities moving forward

And one that you will be eliminating/doing less

How do I do everything that I decided I want to do?

A day in the life....

This is John:

- Second year PhD student
- Has a paper due in one of his classes
- Needs to prepare a presentation for another class
- Needs to read paper for journal club
- He's the treasurer for his student club
- Will be TA'ing his first class in a couple of months
- His roommate is moving out
- His funding is running out after next semester
- Needs to plan his significant other's birthday party
- His parents are visiting next week
- He still needs to find a dissertation project
- Is out of milk

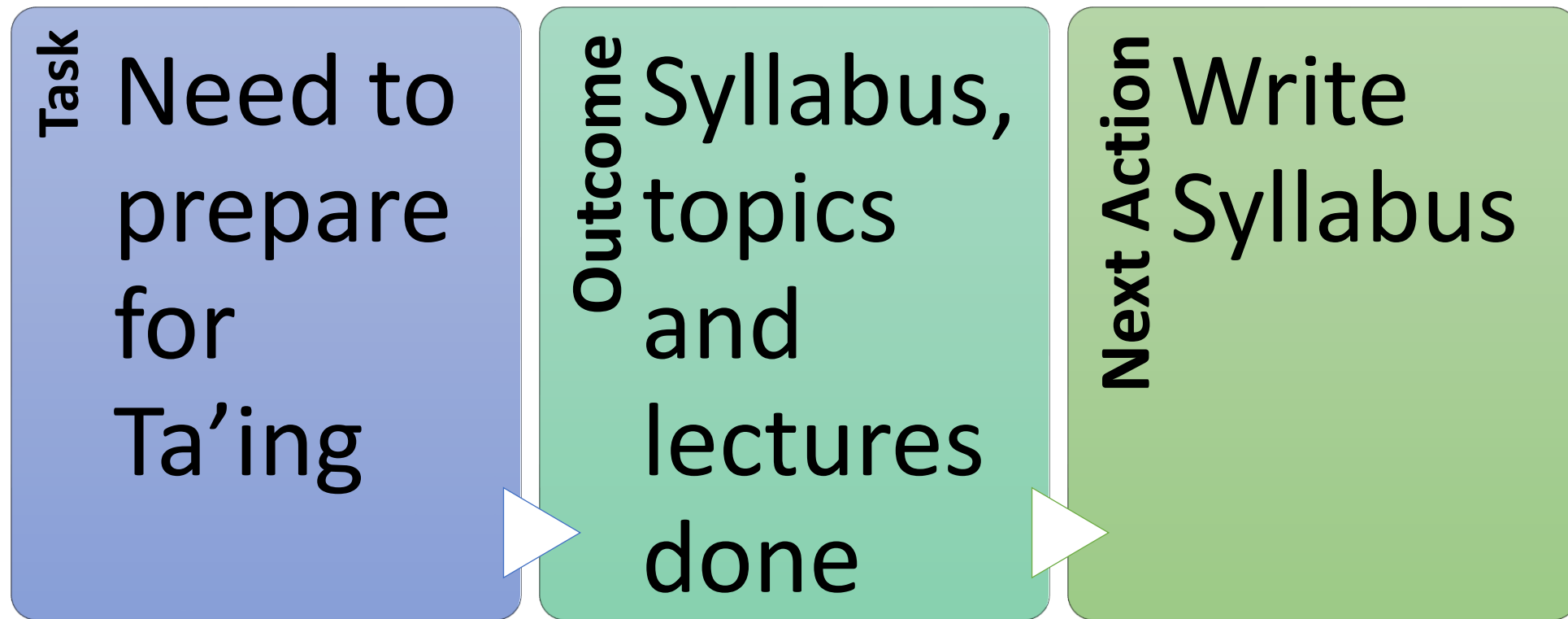


How do I do everything that I decided I want to do?

“Failing to plan is planning to fail”

“Your mind is for having ideas, not holding them” -- David Allen

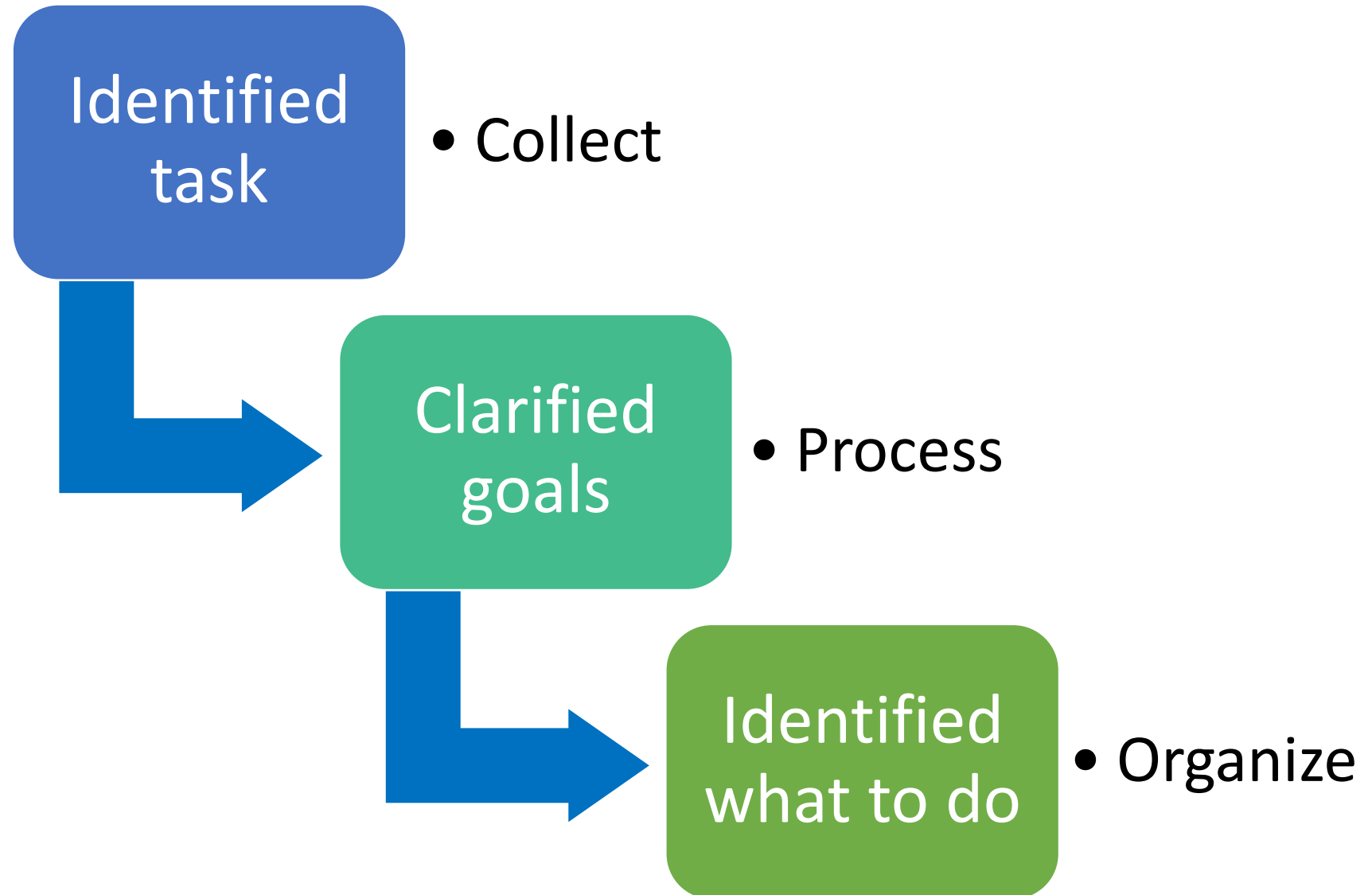
Identify tasks, then break them down

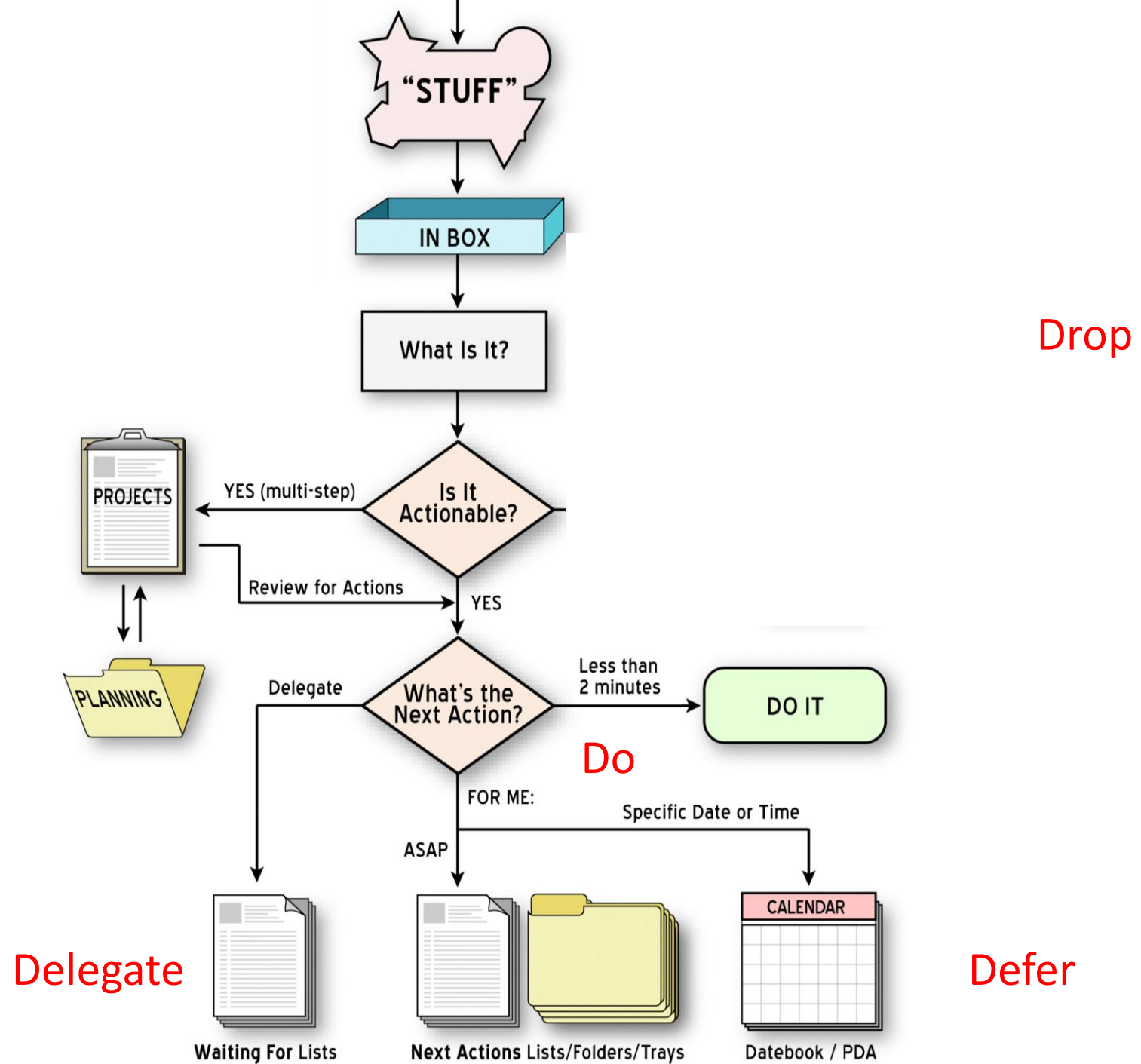


Your turn

1. Write down the task/project/situation that is weighing the heaviest on your mind
2. What is the desired outcome?
3. What's the next step?

What did you just do?





Do, delegate, defer, or drop?

Let's look at some examples....

Identify potential members for dissertation committee

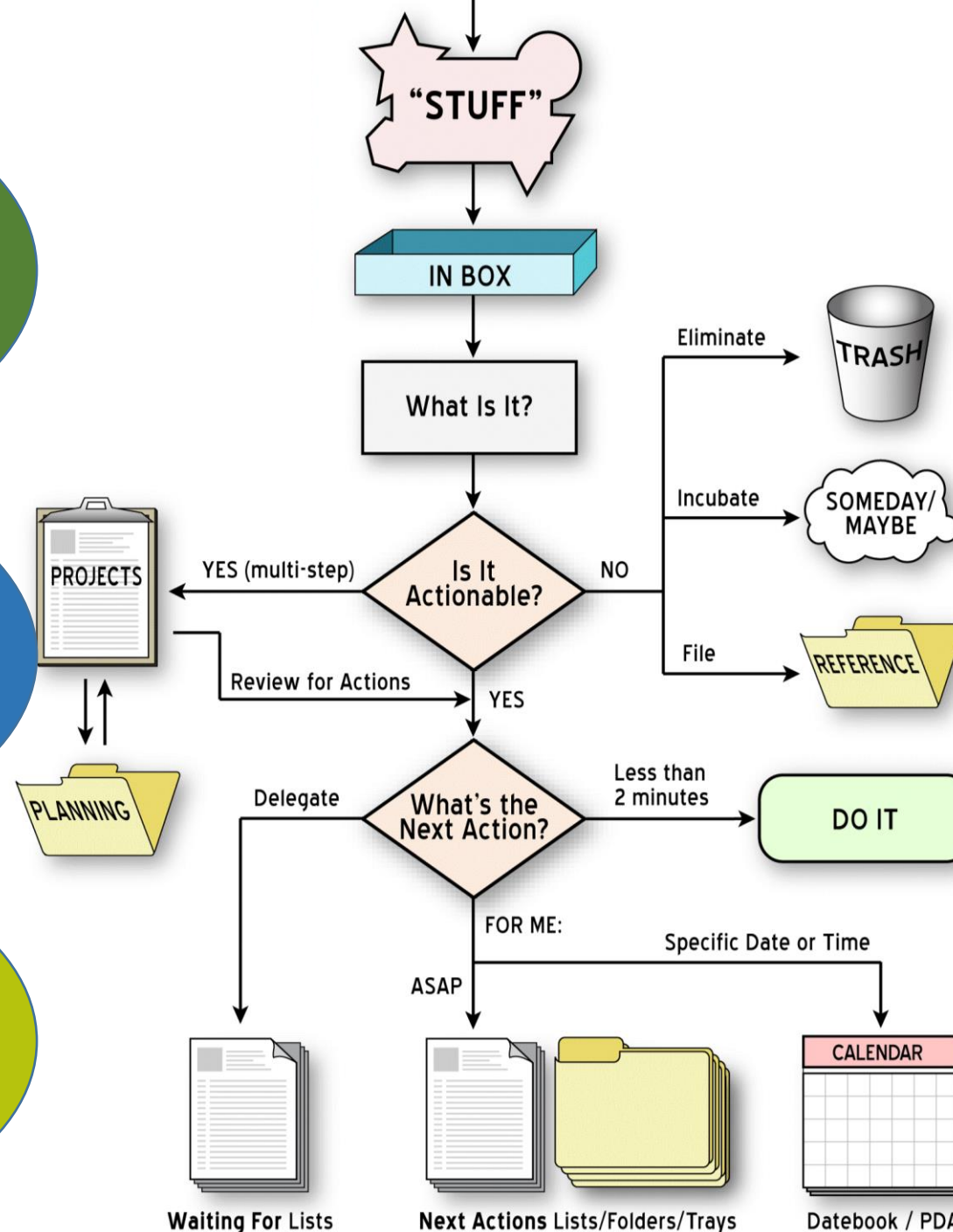
Invitation to go to scrapbooking party

Come up with dissertation topic

Learn how to use photoshop

Email grad coordinator about my class registration

Email detailing new policy about travel



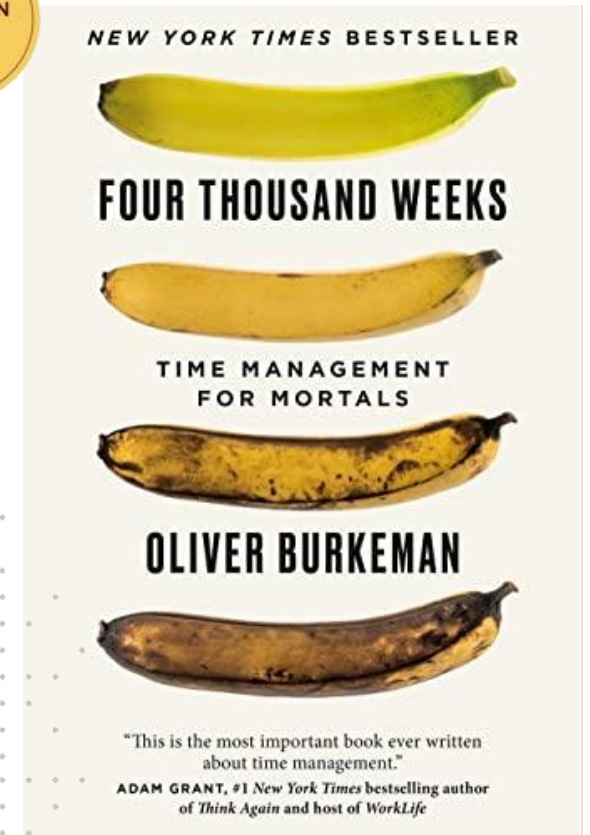
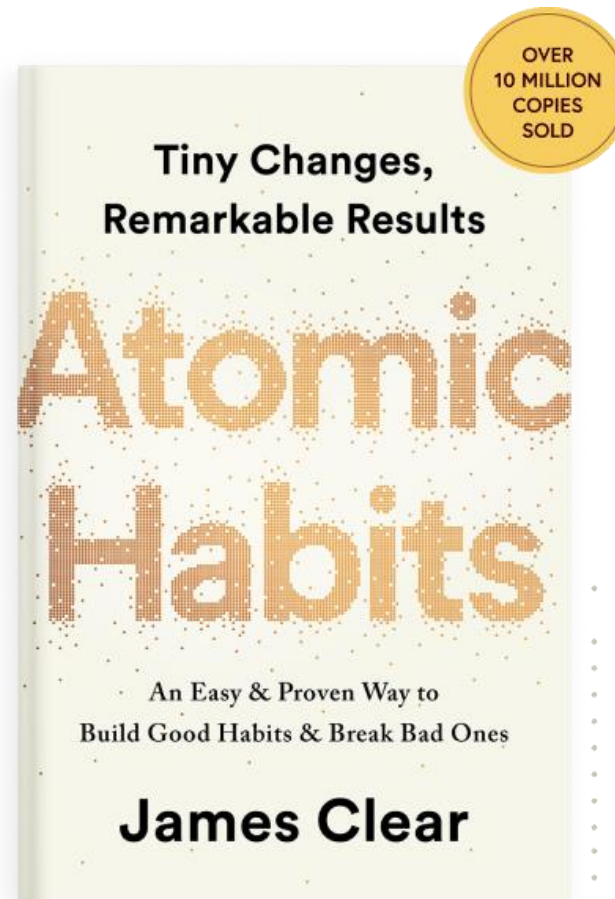
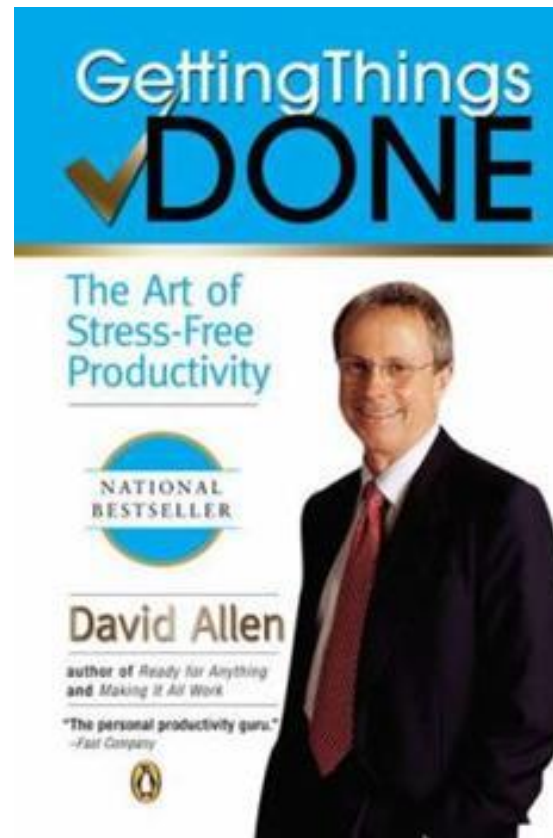
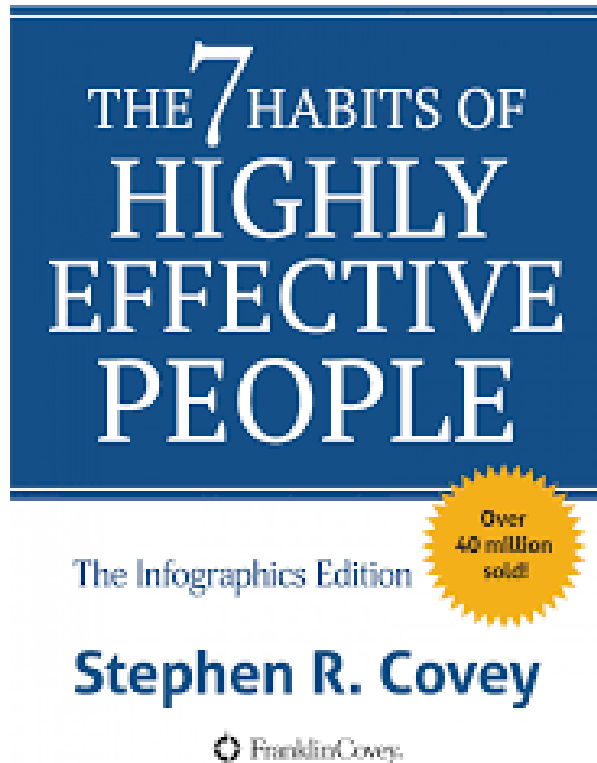
Practical Advice

1. Accept that everything can be improved
 - i. Stop shooting for “perfect”
2. Begin and end each week by re-evaluating your inbox and workflow/projects
3. Weekly plans allow you to have a big picture view of what you want to accomplish + give you actionable items
4. At the very least, create a physical or electronic “inbox” to clear your mind of “stuff”

Practical Advice, part II

1. *Writing and Reading* should be your non-negotiable work activities
2. Start your days with QII activities
3. Recognize your high/low energy times and plan your tasks accordingly
4. Don't waste time (yours and others'): come prepared and make meetings/class time count
5. Don't give up if your system doesn't "stick" at first, you might have to try a few different ones
6. Revisit your quadrants as needed

Some recommended reading



Other resources




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Time Management

Get the training you need to stay ahead with expert-led courses on Time Management.

**Guide your Time Management learning with a Skill Evaluation**
Get course recommendations based on your confidence in addressing Time Management topics. There are no wrong answers, and only you can see your results. [Start Skill Evaluation](#)

446 Results for "Time Management" Sort by: Best Match



POPULAR

Time Management Fundamentals


in LinkedIn · By: Dave Crenshaw · Feb 2022

4.8 ★★★★★ (6,185) · 148,338 learners

1h 47m

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Questions?