Task Organization and Time Management: Handling Email, Scheduling Time, and Prioritizing To-Do Lists

Robin Tucker-Falconer  
*Bowling Green State University*, rtucker@bgsu.edu

Jerry C. Schnepp  
*Bowling Green State University*, schnepp@bgsu.edu

Mary-Jon Ludy  
*Bowling Green State University*, mludy@bgsu.edu

Rebecca Fallon  
*Bowling Green State University*, rbertz@bgsu.edu

Lisa Hanasono  
*Bowling Green State University*, lisakh@bgsu.edu

Follow this and additional works at: [https://scholarworks.bgsu.edu/vcte_pub](https://scholarworks.bgsu.edu/vcte_pub)
Name and Contact Information:

First Name: Robin
Last Name: Tucker
Title/Position: Assistant Professor of Public & Allied Health and Food & Nutrition
Institution: Bowling Green State University
Institutional Address: 16D Family & Consumer Sciences Building; Bowling Green, OH 43403
Email: rtucker@bgsu.edu
Phone: 419-372-4579
Fax: 419-372-7854

First Name: Mary-Jon
Last Name: Ludy
Title/Position: Assistant Professor of Clinical Nutrition
Institution: Bowling Green State University
Institutional Address: 16G Family & Consumer Sciences Building; Bowling Green, OH 43403
Email: mludy@bgsu.edu
Phone: 419-372-6461
Fax: 419-372-7854

First Name: Lisa
Last Name: Hanasono
Title/Position: Assistant Professor in the Department of Communication
Institution: Bowling Green State University
Institutional Address: 302 West Hall, School of Media & Communication; Bowling Green, OH 43403
Email: LisaKH@bgsu.edu
Phone: 419-372-3512
Fax: 419-372-0202

First Name: Rebecca
Last Name: Fallon
Title/Position: Assistant Professor, Public & Allied Health
Institution: Bowling Green State University
Institutional Address: 218 College of Health & Human Sciences; Bowling Green, Ohio 43403
Email: rbertz@bgsu.edu
Phone: 419-372-7725

First Name: Jerry
Last Name: Schnepp
Title/Position: Assistant Professor, Department of Visual Communication & Technology Education
Institution: Bowling Green State University
Institutional Address: 212 Technology Building; Bowling Green, OH 43403
Email: schneppe@bgsu.edu
Phone: 419-372-7585
Title: Task Organization and Time Management: Handling Email, Scheduling Time, and Prioritizing To-Do Lists

Abstract: Faculty must juggle competing demands of scholarship, teaching, and service. Maintaining work-life balance requires effective use of limited time. A BGSU faculty learning community formed to identify and explore efficiency practices, while developing accountability for implementing them. During this interactive roundtable, we will share experiences and tips: batching email and removing notifications, developing hyper-detailed calendars, protecting writing time, capturing “useless” downtime, assessing tasks based on importance and urgency, creating a social support system, and learning when and how to say no. An important lesson is that time management tools are not “one-size-fits-all,” and particular techniques resonate more with individual faculty.

Academic Roundtable Session Proposal:

1. Objectives
   • Participants will list current barriers to effective time management
   • Participants will identify at least three time management techniques
   • Participants will agree to attempt at least one technique for improving time management skills over the next month

2. Audience
   • Current or future faculty
   • Anyone interested in increasing productivity by better managing their time

3. Activities
   • Interactive roundtable discussion

4. Description (including relevant literature)
   • Address common time management struggles experienced by university faculty
   • Discuss formation of BGSU "Efficient (and Effective!) Techniques for Faculty" learning community
   • Share experience of learning community members: current and past struggles with time management, explore efficiency techniques that were successfully (and unsuccessfully) attempted
   • Open discussion

5. References


