

3-6-2015

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

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Repository Citation

Tucker-Falconer, Robin; Schnepf, Jerry C.; Ludy, Mary-Jon; Fallon, Rebecca; and Hanasono, Lisa, "Task Organization and Time Management: Handling Email, Scheduling Time, and Prioritizing To-Do Lists" (2015). *Visual Communications and Technology Education Faculty Publications*. 34.
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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

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