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

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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


