

Beyond "Time Management" in Academia



What is The Graduate & Postdoc Academic Success Program (GPAS)?



<https://gradschool.vanderbilt.edu/gpas/>
@VU_GPAS

CONSIDER A CONSULTATION, IF YOU NEED:

Someone to listen to and have a discussion with about your concern

Strategies for better productivity and/or progress, including goal setting, time management and prioritizing

Knowledge of and assistance accessing resources available to graduate students and postdocs on campus

Assistance working through an issue with a colleague, advisor or supervisor

Clarification concerning a university, departmental or program policy

To explore the formal options available for addressing your concern

Your Graduate & Postdoc Academic Success Team



STACEY SATCHELL, MA, MS

Director, GPAS
ICF Professional Certified Coach
CliftonStrengths Certified Coach



NICK HYER, MS

Academic Success Coordinator,
CliftonStrengths Certified Coach

GOALS FOR TODAY

Discover what is the root of slowing productivity.
Recognize it so you can manage it.

Discover the role of setting attainable goals in
your productivity journey - in work and life.

Discover the role of communication and setting
expectations in productivity and time management.



Perfectionism

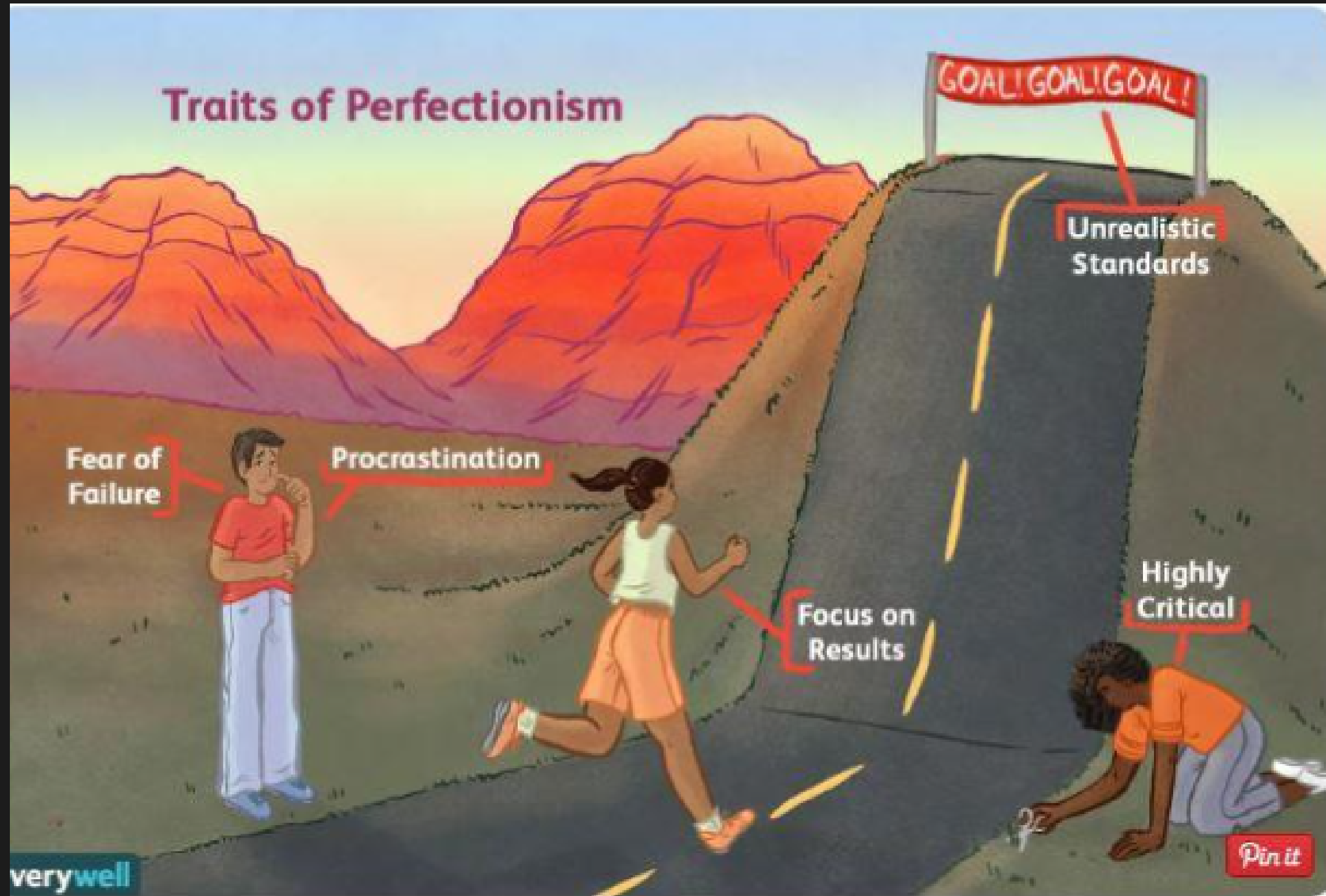
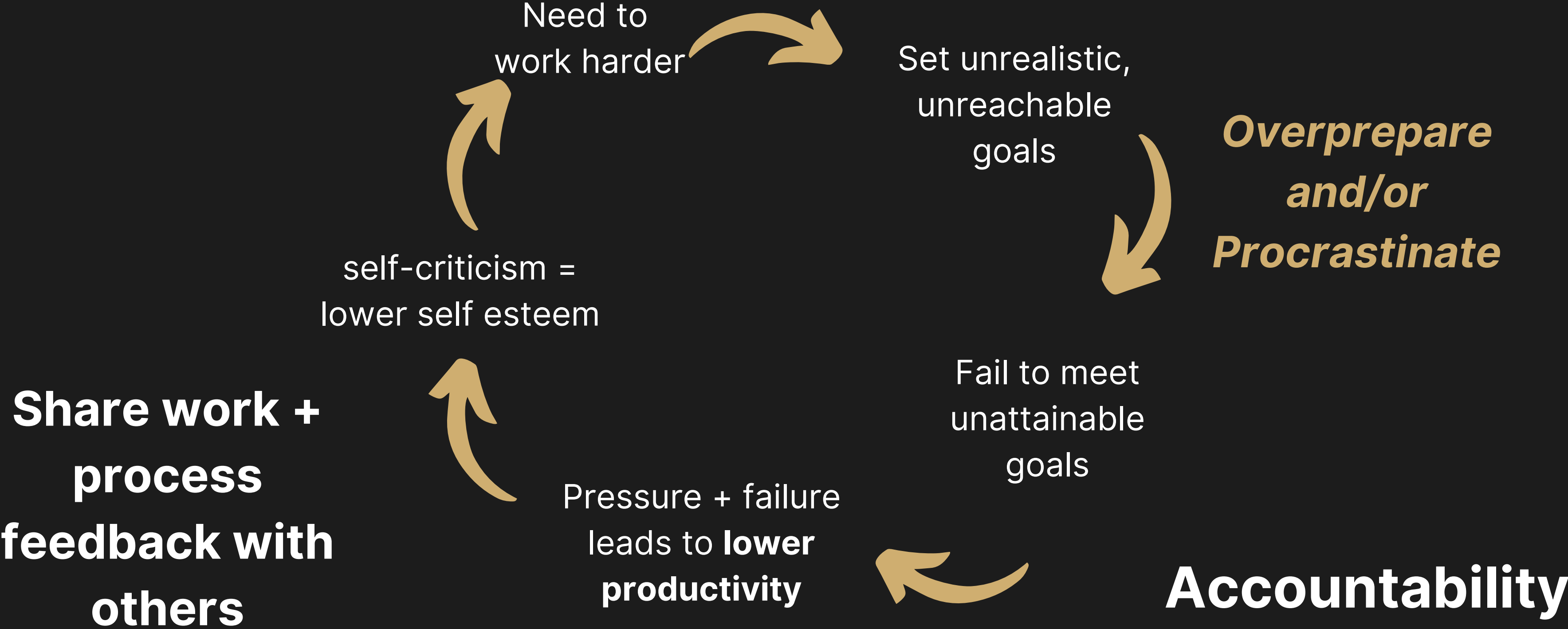


Illustration by Brianna Gilmartin, Verywell

Perfectionism - Procrastination Cycle



Get Started

Goals

Make 'em SMART!

Specific

Measurable

Attainable

Relevant

Time Sensitive

Create a Task/Goal Menu

How to Set a Strengths-Based Goal

Consider a new goal you want to set or one you're currently working toward. Use the following three steps to help you take that goal from simple and hopeful to detailed and actionable.

Initial goal:

I want to read more in 2023

1. Is this goal action-oriented or outcome-oriented? Identify as either or both.

Action-oriented

2. Is your goal S.M.A.R.T.? Add details to help you succeed.

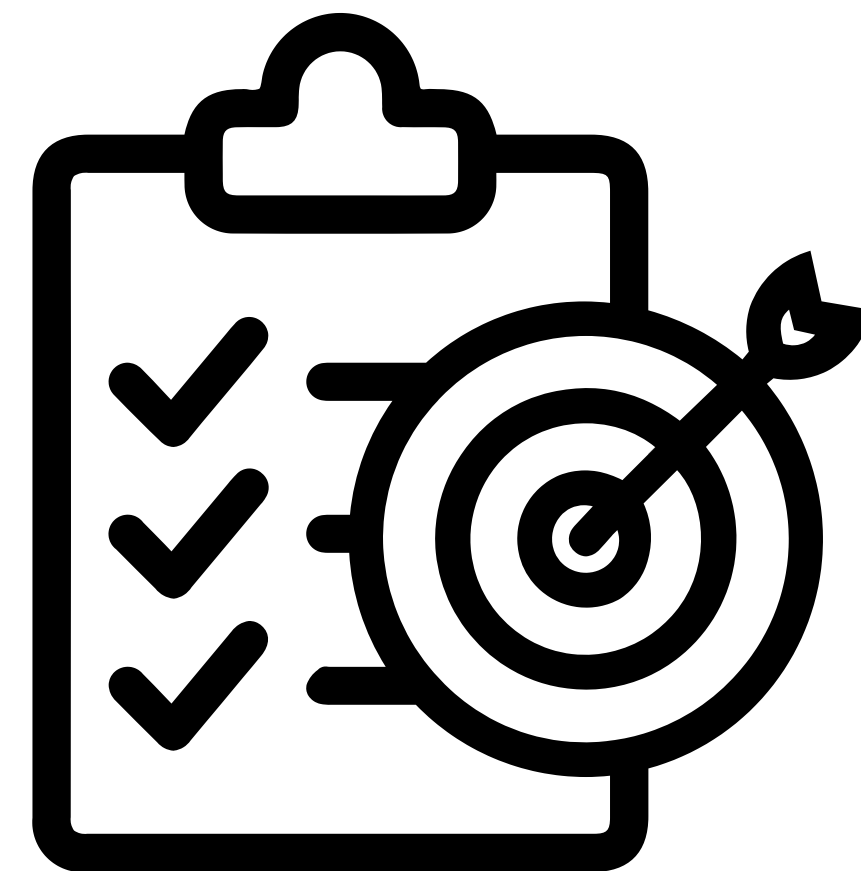
Specific: Identify the specific books that you plan to read. Make sure you own them, purchase them, or have access via library.

Measurable: 24 Books

Achievable: Yes, I have the time in evenings and on weekends to set enough time aside to get this done. I have access to all 24 books.

Realistic: Yes, by reading more I will increase my knowledge about things that are important to me.

Time-bound: By the end of the year, 24 books divided by 12 months = 2 Books per month.



GOALS!

GOAL!

3. List your top five strengths and then describe how you'll use each one to achieve your goal.

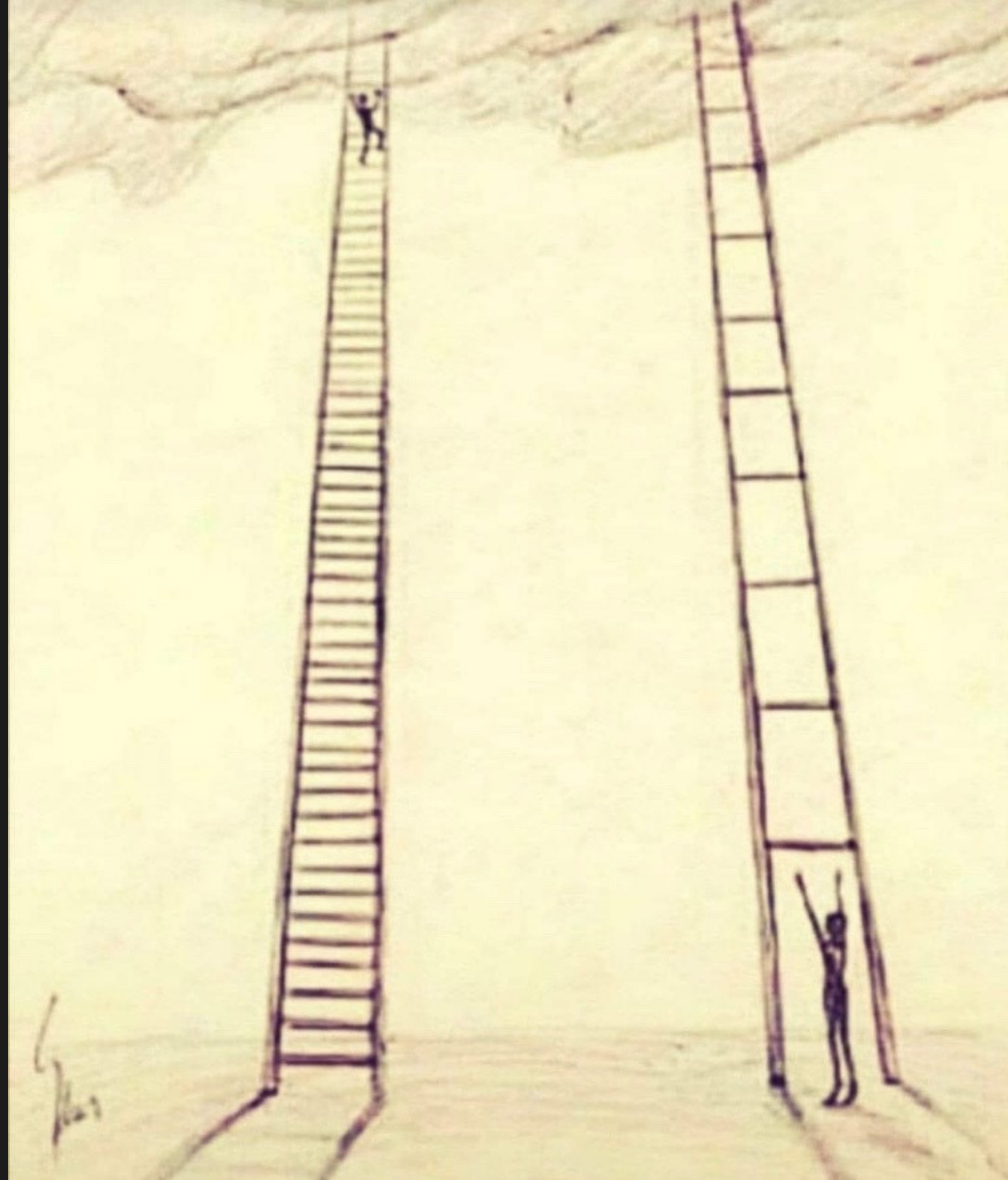
- Input - Creating an excel sheet to capture important quotes, facts, or stories that I want to remember and share with others.
- Ideation - Thinking about how I could use what I learn in presentations or how it relates to the graduate student and/or postdoc experience.
- Adaptability - Experiment with different locations and times to find where you enjoy reading most and to offer variety.
- Intellection - Take time to think and reflect on what you read. Write down your thoughts in a Microsoft Word document. Also important to think about quiet spaces for reading.
- Relator - Find a close friend who is also interested in reading the book to have someone to talk to about it. Also, creates external accountability.

Now, add these details — along with your strengths commitments — to your original goal and rewrite it.

New goal:

I will read 24 books by the end of 2023 in order to accumulate more knowledge to disperse to others and as a way to stay connected to the people I care about most.





Get Started

Performance Routines

- Start and end day at regular time
- Ambiance
- Tie mental aspect to physical actions
- Workspace v. "relax" space

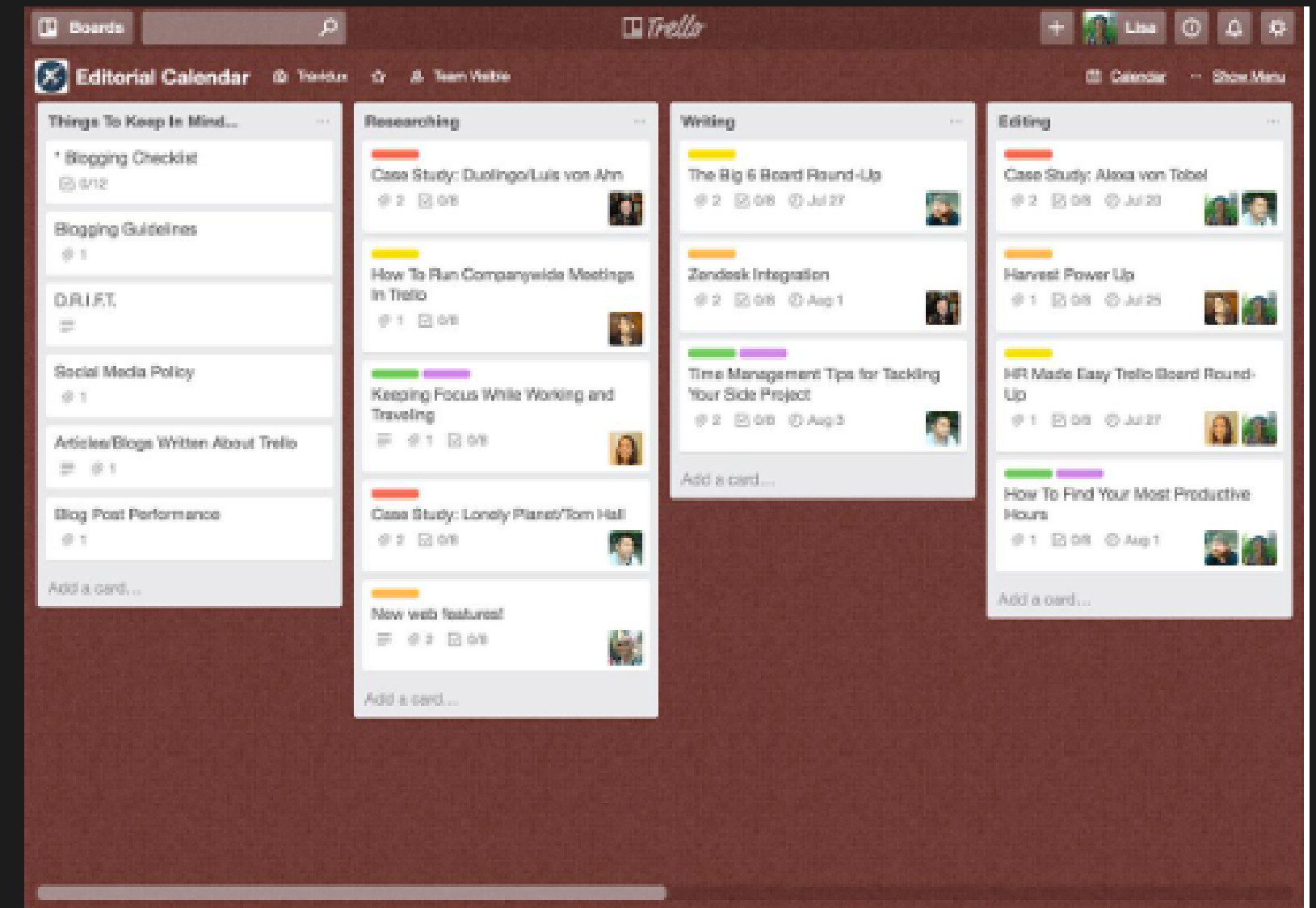
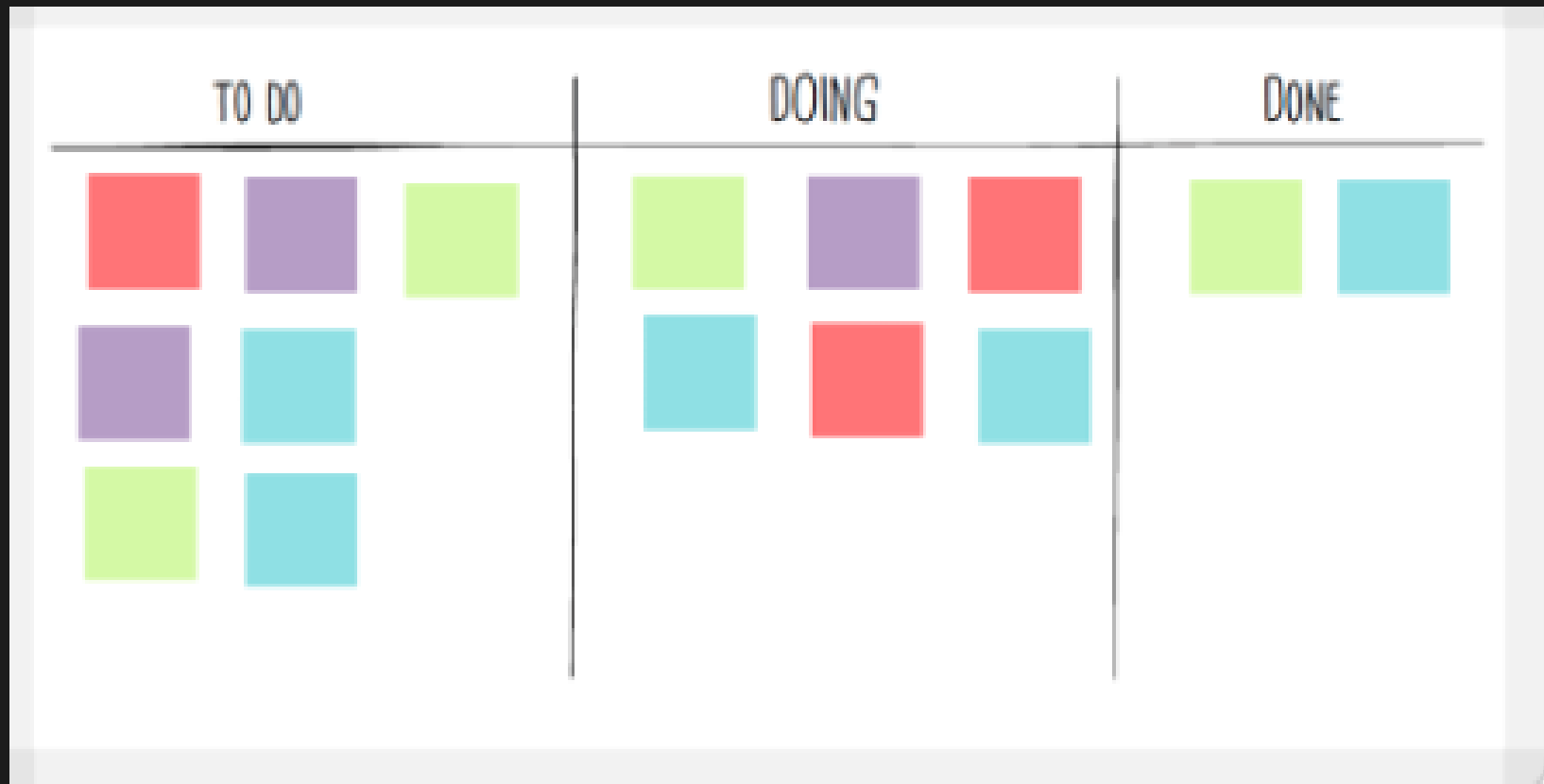
Get Started

Just Do It

Short, focused work time

- Get ideas on paper
- Pomodoro Method
- Cross things off the list - show progress
- Many sprints add up to the marathon

Project Management Strategies



Keep Moving

**Don't be
derailed**

Minimize distractions

- Timed work, timed breaks
- Choose specific times of day to check/respond to email/texts/social media
- Beware of rabbit holes - use a "parking lot"

**Progress
over
Perfection**



- Clear communication with your faculty/supervisor is key
- Set feedback loop schedules
- Build your mentor network
- Don't be a people pleaser - be a finisher!
- Seek out your resources in the department/on-campus -
- Don't avoid or isolate

**Communicate
and Align
Expectations**
(Academic Version)

- Have open, honest, clear communication with significant people in your life
- What does support look like to you?
- Don't expect immediate replies - times of day most likely to reply
- Work time - schedule, focus, distractions
- Non-work time - planned

Communicate and Align Expectations (Personal Version)

Find your accountability partners

- Verbal processing
- Track progress - share wins
- Low stakes feedback
- Inspiration & Motivation

Share your work

- Makes it better, less time wasted

**Accountability
& Feedback**

Be as **kind** to yourself as you are to others -negativity
lowers productivity

Internalize **positive** feedback - *journal*

Fill your tank - rest, relax, rejuvenate - Make sure to take
breaks....*move!*

Self-Compassion & Self-Care



Shit Academics Say @AcademicsSay · Jan 13, 2016



A good dissertation is a done dissertation. A great dissertation is a published dissertation. A perfect dissertation is neither.



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Here's how to activate your membership:

1. Go to <http://www.facultydiversity.org/>
2. Select the "Become a Member" tab and choose "Institutional Sub-Account", then "Continue"
3. On the "Select a Username" page, use your Vanderbilt e-mail address in the Username box -then complete.

- Focus on process –be more curious, possibilities
- Realistic goal setting!
- Name your inner critic –origin/personify
- Share your work and your vulnerability
- Practice self-compassion–everyone makes mistakes –be as kind to yourself as you are to others
- Celebrate and internalize success (ex. positive feedback journal)
- Don't isolate yourself –cultivate your connections (trusting/honest) –ask for help
- Focus your energy on what is most important, can't do it all!
- Improve Wellness/Coping
- Reflection!

Strategies Recapped

THANK YOU FOR YOUR YOUR FEEDBACK!



TELL US WHAT YOU LIKED AND
HOW WE CAN IMPROVE!