

How to Do It All

Thinking of work as time and time as work ...

| General Projects This Semester <i>(compare with previous slide)</i> | Weekly Time Estimate | Cumulative Weekly Time |
|---|-----------------------------|-------------------------------|
| Meeting with your supervisor | 1 hour | 1 hour |
| Advancing Your Research Project & Learning Things For It | 10 hours | 11 hours |
| TAing | 6 hours | 17 hours |
| Attending 2 Classes & Coursework | 10 hours | 27 hours |
| All Other Events and Meetings | 8 hours | 35 hours |
| Regular Writing Time (Applying for Doctoral Awards) | 2.5 hours | 37.5 hours |
| Email & Community Interaction | 2.5 hours | 40 hours |

How to Do It All (Example Schedule)

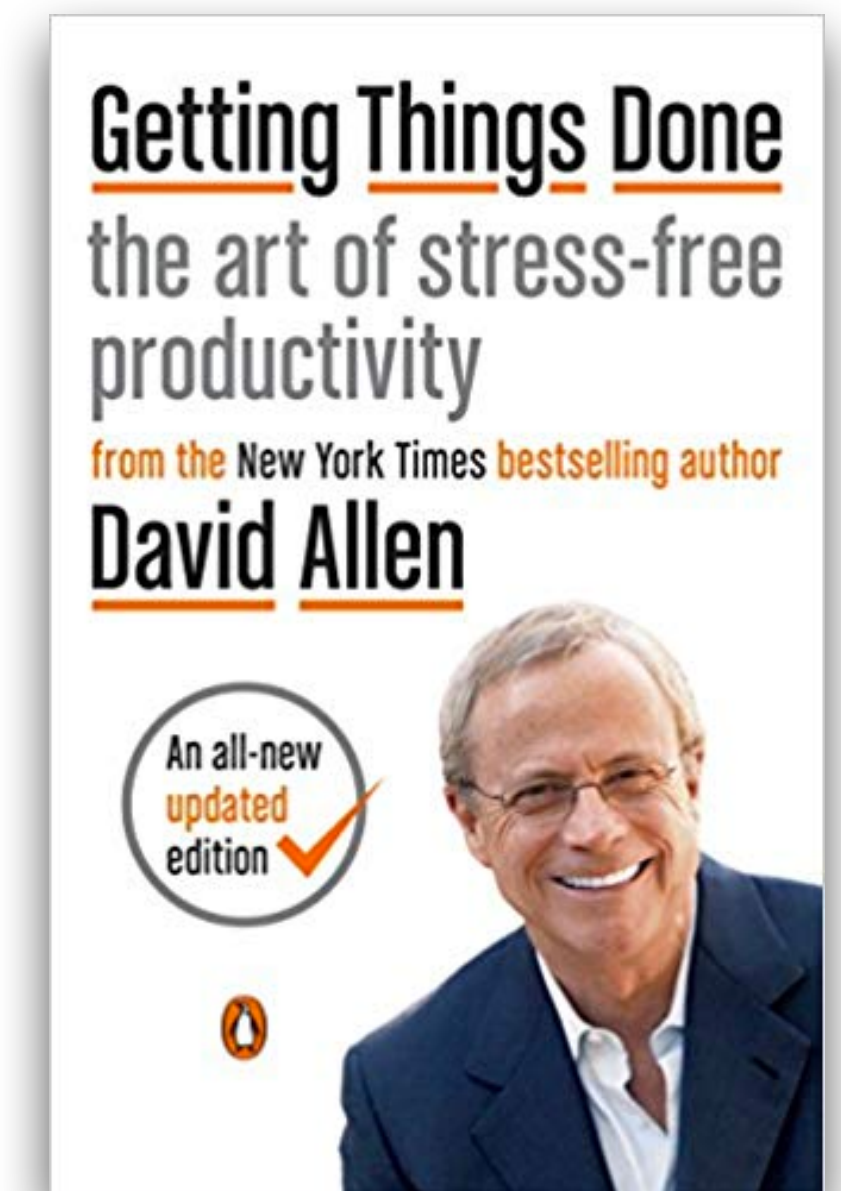
If work is time, then there needs to be time for it ...

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------|---------------------|------------------------------|------------------------------|-------------------|---------------------|
| 9:00 | Writing Time | Writing Time | Writing Time | Writing Time | Writing Time |
| 9:30 | Research Time | Course 1 Coursework | Course 2 Coursework | Research Time | Course 1 Coursework |
| 10:00 | | Course 1 <i>Classtime</i> | Course 2 <i>Classtime</i> | | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | Lunch | Lunch | Lunch | Lunch | Lunch |
| 12:30 | | | | | |
| 13:00 | Email | Email | Email | Email | Email |
| 13:30 | Research Time | Meetings & Events | Meetings & Events | Meetings & Events | Meetings & Events |
| 14:00 | | | | | |
| 14:30 | Course 2 Coursework | | | | |
| 15:00 | | Research Time | Meet with Supervisor | TA Work | Research Time |
| 15:30 | | | | | |
| 16:00 | | TA Work | | | |
| 16:30 | | | | | |
| 17:00 | TA Work | TA Work | | | |
| 17:30 | | | | | |

Staying on Top of Things

Schedule Regular Review

- Schedule recurring “meetings” in your calendar when you will review your current tasks and goals
- Suggested time frames for scheduling a review:
 - Semesterly (e.g., Beginning-of-Semester)
 - Monthly (e.g., Beginning-of-Month)
 - Weekly (e.g., Friday, Sunday, or Monday)



<https://gettingthingsdone.com/five-steps/>

Clarify

“Process What It Means”

- For every project on your plate:
 - Think up every “actionable step” that you need to achieve your goals for it
 - Write them out as to-do list items
- Actionable step
 - A single action that advances the project forward
 - Should be relatively simple and quick → *if not, break step into smaller actions*

Organize

"Put It Where It Belongs"

- Decide when you will do the first (or more) of the actionable steps for each project
- Give them a due date:
 - Assign them to days of the week
 - Organize them in order/time within the day

Reflect

“Review Frequently”

- In your weekly and monthly reviews:
 - Go through each project and think of whether there are new steps to add
- Is there a to-do item that keeps getting pushed back?
 - It has too many steps bundled into one! Break it up!!

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