

## Top Ten Lab Management Tips

1. Recruit students to work in your lab that are seeking a degree in your area of expertise. If they have an interest in the discipline, they are more likely to be motivated and eager to learn about your research.
2. Start students off with tasks they can complete without overwhelming them. Start small, end big.
3. Assign each lab worker (student) a specific role within the lab.
4. Create working teams of students designated to a specific task. Have them work as a “tag team,” with a leader. The leader should be an experienced lab worker to serve as a guide to the less-experienced workers.
5. Provide structure by setting benchmarks (specific project outcomes) that students need to meet throughout the semester.
6. Provide to each student with a folder containing a list of tasks for them to complete. This will better prepare them for experiments and will potentially eliminate questions.
7. Design protocols for the different lab experiments.
8. Have students record all of their lab activities in a notebook – this will help them organize and prepare for each future step of their project.
9. Hold weekly meetings that require students to bring their notebooks to report their findings/work. These meetings will serve as deadlines for students to accomplish tasks.
10. Students get very excited when an experiment is successful. Reward and encourage students when this occurs – this will build enthusiasm in the lab.

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