

# TOP TEN TIME MANAGEMENT STRATEGIES

## Schedule:

1. Calendars: Use multiple calendars to regulate and repeat your schedule.
  - Electronic calendars typically have automatic reminders, which make it easy to remember tasks and record recurrent meetings.
  - Paper calendars require you to write down items and should be properly displayed in your work station (at home or at the office) to make reference easy.
  - Whiteboards work well to deadlines/projects. Display these boards in your eye-line at work to be continuously reminded of the impending deadline.
2. Partition: Partition your time (by day, week, or even month) to set aside specific time to address important tasks, like writing.
3. Plan ahead: Use Friday as a time management strategy day to plan ahead for the upcoming week. Think of it as a way to download your thoughts and save them for the next week to ensure that you complete all that needs to be accomplished.
4. Office hours: Post office hours and include both for times you are available and times that are you are unavailable (“off limits”). Provide contact information so that people who cannot make your scheduled office hours can make an appointment. Include this information on your syllabi as well.

## Prioritize:

5. Deadlines: Set deadlines for important projects. The impetus of having a deadline looming makes one more focused.
6. Lists: Create a system to itemize and prioritize your tasks. Many people prefer lists of daily tasks where one can cross off tasks as they are completed. Other may like to arrange tasks using post-it notes. It is helpful to group similar tasks together (e.g., take care of all e-mail correspondences as a group). Prioritize the items and start with the most difficult first.
7. Email: Schedule a couple of specific times to answer e-mails during the day. Avoid reading each email as it comes in. Ideally, deal with each email during the first reading (respond, sort, update your calendar, etc.), rather than putting it off and re-reading it over and over again.
8. Email: Set-up rules in your e-mail that shuffles messages into specific folders. This eliminates constant email disruptions and simply files the emails away until you have the time to address them. You can either use sound or visual alerts to signal that you have new emails in a particular folder. Visual alerts avoid noise distractions.

## Coordinate:

9. Delegate: Learn how to delegate. If you have support staff or students helping you, give them the stuff that they can do.
10. Service: Develop a service plan that fits your professional goals. New faculty should develop their service plan with their Chair, so that service expectations are clear. Then, learn to say no to things that do not fit into your plan and which are likely to reduce your ability to accomplish important teaching and scholarship activities.

Top Ten Lists provided by MU-ADVANCE  
([www.marshall.edu/mu-advance](http://www.marshall.edu/mu-advance)), a National Science Foundation-  
supported program working toward increasing diversity on campus.

MU-ADVANCE  
Marshall University