

# Help! How do I Manage my Time?

A presentation (made very last minute) by Annika

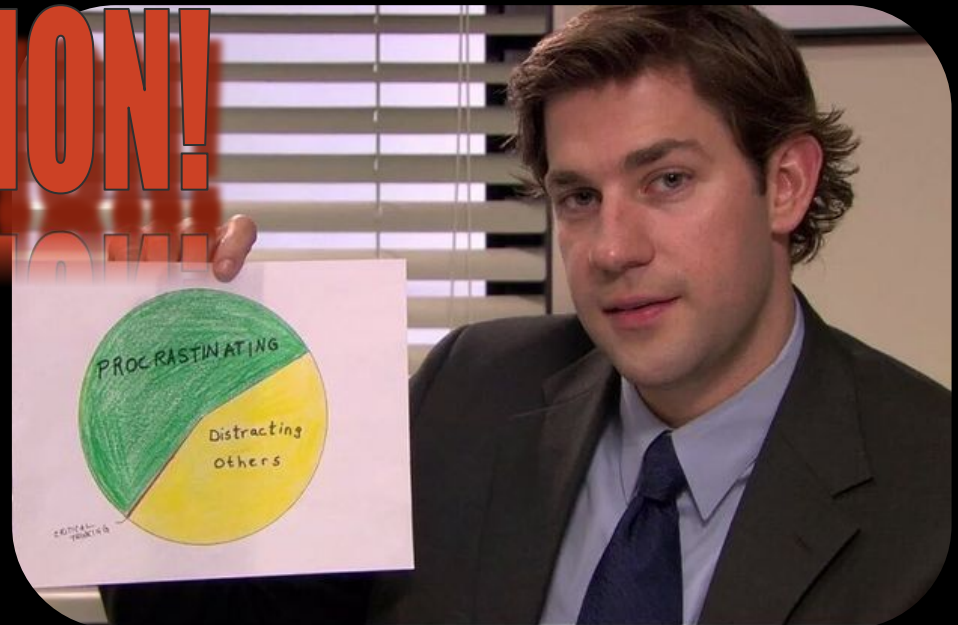
We've discussed quite a number of factors that can influence success in grad school and academia...

- Paper writing
- Good research habits
- How to effectively and ethically communicate science results
- Utilizing and being aware of the resources available to you as an academic

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# PROCRASTINATION!



A man with dark hair, wearing a blue suit, light blue shirt, and dark tie, stands at a podium. He is holding a microphone in his right hand and gesturing with his left hand. The background consists of vertical wood paneling and a red curtain on the left. The scene is dimly lit, focusing on the speaker.

S5E3 - The  
Glasses

According to a meta-analysis of ~700 independent psychology studies, [REDACTED] of college students are chronic procrastinators...

According to a meta-analysis of ~700 independent psychology studies, 80-95% of college students are chronic procrastinators...

## But procrastination is not the only factor to consider here...

- How much time is enough time? Is work measured by time, or output?
- Day-to-day habits
- Work life balance; you're not just a grad student/academic—you're a person!
- Advisor relationship
- Prioritizing! There's so much to do, how do you pick what to do when
- You can use time pressure to your advantage!

# Day to day habits: how do you structure your days?

Some common techniques to organize your time:

- Time Blocking
- 2-2-1 rule
- Eisenhower matrix

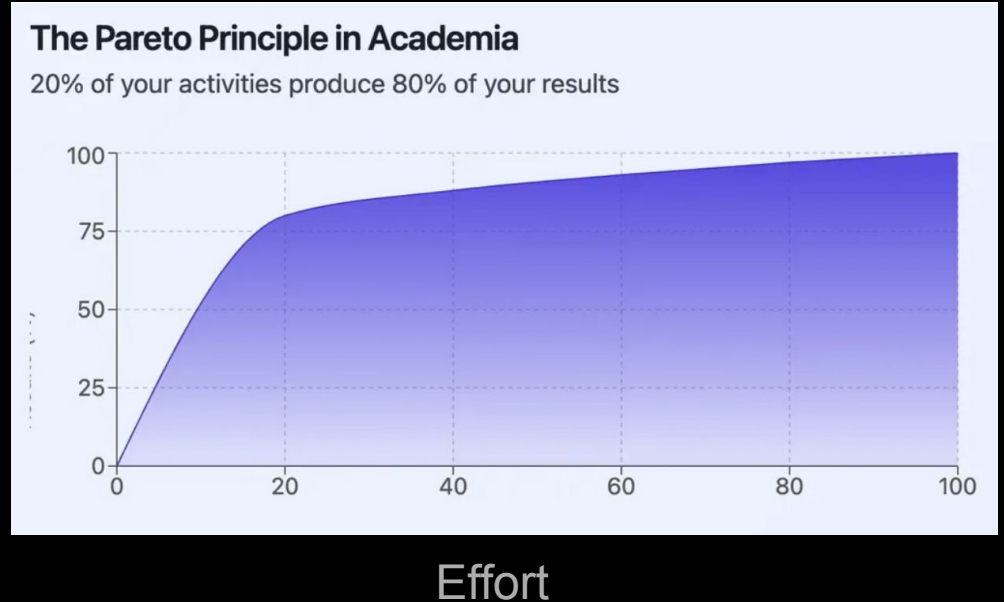
	URGENT	NOT URGENT
IMPORTANT	<u>Quadrant I</u> <i>urgent and important</i> <b>DO</b>	<u>Quadrant II</u> <i>not urgent but important</i> <b>PLAN</b>
NOT IMPORTANT	<u>Quadrant III</u> <i>urgent but not important</i> <b>DELEGATE</b>	<u>Quadrant IV</u> <i>not urgent and not important</i> <b>ELIMINATE</b>

# Is work measured by output, or time spent?

Some common techniques to optimize productivity:

- 80/20 rule
- Deep work split up by short breaks
- Pomodoro method

Results



# You are surrounded by people in academia, who all manage their time differently!

Going to colloquia can be very useful not only for expanding your breadth of scientific knowledge, but also for observing an ever increasing sample of successful, well-established academics...and they're super different! Some notable takeaways I've encountered...

- They all have insane google calendars and their (work) lives are scheduled down to a T (is that an expression) → time blocking
- Research in the mornings, meetings in the afternoon → 80/20, Eisenhower matrix
- Some of them have no work life balance...but some of them do! You can have a work life balance!

# You are surrounded by people in academia, who all manage their time differently!

You all have advisors...how do they influence your time management?

- Do you have the same time management style as your advisor?
- Are there things your advisor does that help or hurt your productivity?

# “Grad school is a marathon, not a sprint”

But if you're like these two people, who just broke the official 2 hour marathon barrier, then it might be both...

There are some people like this in academia, and that's great! But the average marathon completion time is ~4:30

But remember...there is a cutoff time!



Sebastian Sawa



Yomif Kejelcha

# References

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And it wouldn't be an Annika presentation without...

