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# Achieving Balance: A Time Management Workshop

*The Balanced Postdoc – Towards a  
Fulfilling Career and Life*

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Academic Center for Excellence



# Overarching Goals

- Understanding and Reflection
  - Your challenges/barriers
  - Time management across time periods
  - Strategies/tools
- Application: 20 min break out activity



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Private Reflection

**WHAT ARE MY TIME MANAGEMENT  
BARRIERS OR CHALLENGES?**



# (Unofficial) Time Management Typology



The perfectionists



The procrastinators



The volunteers



The non-prioritizers



The anti-time managers



# Managing Across Time Periods

 Hourly / Daily / Weekly

 Monthly / Semesterly

 Yearly

 Life / Career Course



# Managing Across Time Periods





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Section Break

**LIFE / CAREER COURSE** 



# Life Course Key Questions

- Where are you headed in your life and career?
- What needs to do be done at this stage of my life or career, and what can wait until later?
- Who and/or what supports me?





# Life Course Tool #1: Individual Development Plan

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OFFICE OF POSTDOCTORAL AFFAIRS

[ABOUT US](#) [FSU PDA](#) [POLICIES AND HIRING](#) [EVENTS & WORKSHOPS](#) [RESOURCES](#) [FELLOWSHIPS AND AWARDS](#) [IN THE NEWS](#)

[HOME](#) / [RESOURCES](#) / [INDIVIDUAL DEVELOPMENT PLAN \(IDP\)](#)

[Individual Development Plan \(IDP\)](#)  
[Annual Review Forms](#)  
[Preparing Future Faculty and Preparing Future Professionals \(PFF/PFP\)](#)  
[Career Development Resources](#)  
[FSU Research Resources](#)  
[Tallahassee Resources](#)  
[Funding Resources](#)  
[UROP](#)  
[Instructor of Record](#)  
[NSF/NIH Letters of Support](#)  
[Travel Advisory](#)

## Individual Development Plan (IDP)

Florida State University has adopted the use of the Individual Development Plan or IDP for all its postdoctoral trainees. Postdoctoral scholars and their advisors can generate an IDP at the new Postdoctoral Orientation every August and a helpful slide presentation can be found below to use as a resource for incoming postdocs that may arrive throughout the year. The IDP can be incorporated into the annual review process as a helpful goal setting tool. In addition, advisors who are supported by the National Institutes of Health (NIH) should be advised that use of the IDP is mandatory for all non-competitive renewal reports.

- ['Click here'](#) for NIH Policy Regarding IDP and Investigator Annual Progress Reports (RPPR)
- [Slide presentation file - What is an IDP?](#)
- [Individual Development Plan for Postdoctoral Scholars as Adopted by Florida State University](#)
- [myIDP](#), an interactive web-based tool that helps postdocs in the sciences examine their skills, interests, and values





# ☀ Life Course Tool #2: Mentors

- **What:** Field-specific and/or identity-specific mentors who are NOT supervisors
- **Where:** Personal contacts, associations, field-specific news sources, social media
- **Why:** Different perspectives, no immediate
- **When/How:** Mentor or friendtor? Formal or informal conversations?



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Section Break

# YEARLY PLANNING



# **Yearly Planning Key Questions**

- What overall things do I need to accomplish this year?
- What deadlines do I need to be aware of this year?
- What “curve balls” are in my court this year?



# Yearly Planning Tool #1: Printable Life Plans (1-5 years)

## 5-YEAR PLANNER

6 PRINTABLE PAGES + MISSION STATEMENT  
A5, A4 SIZES

**5-YEAR PLAN**

FOR 20\_\_ - 20\_\_

VISUALIZE YOURSELF IN 5 YEARS

WHAT DO YOU DO? WHERE DO YOU LIVE?

BASED ON THAT IDENTIFY GOALS FOR EACH CATEGORY

	GLOBAL GOALS	YEARLY GOALS
CAREER		
PERSONAL		
FINANCIAL		
FAMILY		

**5-YEAR PERSONAL PLAN**

PURPOSE  
TO IDENTIFY WHERE YOU'D LIKE TO BE IN FIVE YEARS AND DETERMINE THE STEPS TO TAKE TO GET THERE.

Step 1:  
In the box marked "five year goal" describe what you'd like to achieve within five years. Your goal could relate to employment, school, or other types of personal success.

Step 2:  
In the rows below, you'll first boxes labeled "benchmarks." These are the yearly accomplishments you'll achieve on your way toward fulfilling your goal. In the boxes marked "action steps," write out the moves you will make to achieve the benchmarks.

**5-YEAR CAREER PLAN**

PLAN PERIOD: \_\_\_\_\_

CURRENT POSITION: \_\_\_\_\_

GOALS: \_\_\_\_\_

ACTION STEPS: \_\_\_\_\_

## YEARLY PLANNER

YEAR: \_\_\_\_\_

CHALLENGES	WISHLIST
☆	1
☆	2
☆	3
☆	4
☆	5
☆	6
☆	7
☆	8

YEARLY GOALS

PLAC

## THE YEARLY REVIEW

WHAT NEW THINGS DID YOU DISCOVER ABOUT YOURSELF?	WHAT LITTLE THINGS DID YOU MOST ENJOY DURING YOUR DAILY LIFE?
WHAT SINGLE ACHIEVEMENT ARE YOU MOST PROUD OF?	WHAT WAS YOUR FAVOURITE PLACE THAT YOU VISITED?
WHAT WAS YOUR FAVOURITE MOMENT SPENT WITH FRIENDS?	WHAT ONE EXPERIENCE WOULD YOU CHOOSE TO REPEAT IF YOU COULD?

## MISSION STATEMENT

CREATE 5 LISTS

3-5 THINGS I WANT MOST OUT OF LIFE	3-5 THINGS I WANT TO SEE HAPPEN ON THE PLANET
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
3-5 THINGS I BELIEVE MAKE ME SPECIAL	3-5 ACHIEVEMENTS I CAN ACCOMPLISH RIGHT

WAS THERE ANYTHING YOU DID FOR THE FIRST TIME IN YOUR LIFE?

COOL THINGS DID YOU CREATE THIS YEAR?





# **Yearly Planning Tool #2:** **The Not To Do List**

- What can someone else do?
- What is out of your control?
- What drains your energy?
- What doesn't really have to get done?





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**SEMESTERLY / MONTHLY** 



# Semesterly Key Questions

- What will the flow of the academic calendar be like for me?
- What will be the impact of the academic calendar on my team?
- Do you need to anticipate seasonal issues? (hurricanes, flu season, etc.)





# Semesterly Planning Tool #1: Quarterly Planning

- Ask key players for dates:
  - Departmental/lab meetings
  - Academic calendar dates
  - Partner/family-related dates
- Your major goals / deadlines
  - Select goals
  - Set deadlines
  - Notate it somewhere





# Semesterly Planning Tool #2: Monthly Calendars

- Digital or paper
- Public vs private or shared with family
- Only the highlights – deadlines and events
- Lie to yourself  
(move deadlines up a few days to a week)





# Semesterly Planning Tool #3: Habit Tracking

- What habits do you want to start/stop
- Goal  $\neq$  Perfection
- Examples:
  - Water intake
  - Exercise
  - Coffee intake
  - Vitamins
  - Cooking vs. eating out
  - Staying off social media





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**WEEKLY / DAILY / HOURLY** 🕒



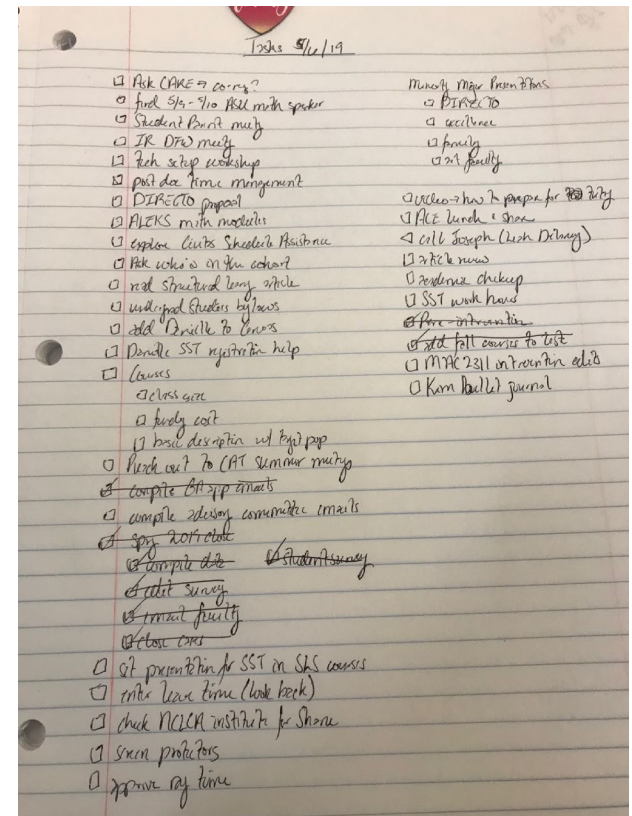
# **Weekly Key Questions**

- When does this week end and begin?
- What must be done this week?
- What can I do this week to help me next week?



# 🕒 Weekly Planning Tool #1: The “Brain Dump”

- Write a list of everything that has to get done this week
  - Do this right before at the beginning of the week
  - Separate by project?
  - Separate list for non-pressing tasks
- Then ask yourself this...





# Weekly Planning Tool #2: Importance vs. Urgency Grid

	URGENT	NOT URGENT
IMPORTANT	DO IT NOW	PLAN IT
NOT IMPORTANT	DELEGATE	DROP IT

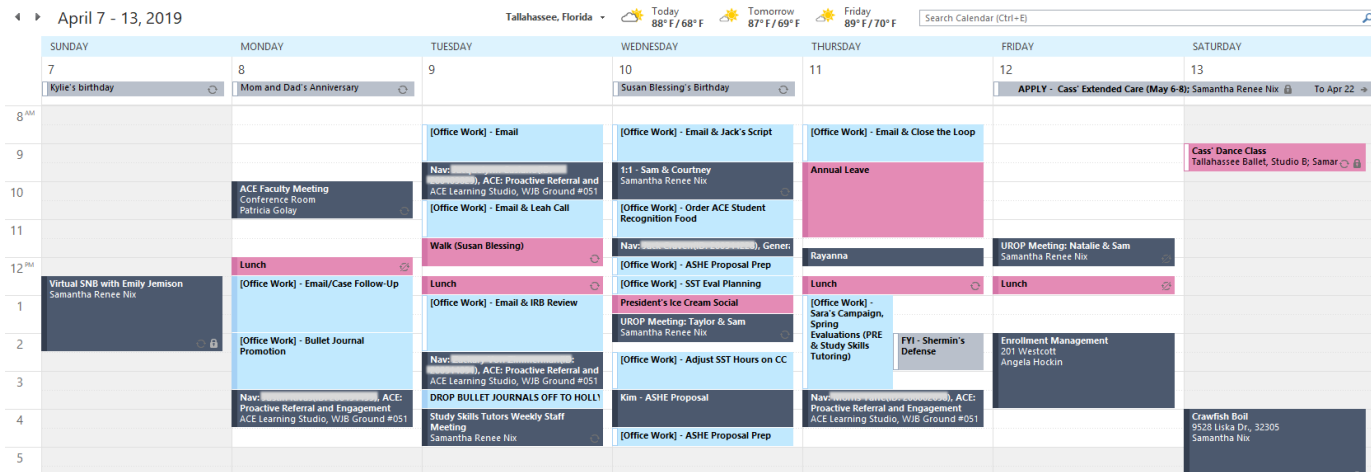




# 🕒 Weekly Planning Tool #3:

## Make Tasks Into Appointments

- Schedule the tasks in your calendar as if they are meetings
  - Plan for things to take longer than expected
  - Consider your energy levels







# Weekly Planning Tool #4: Create Efficient Meetings

- Use scheduling software
  - Outlook
  - Calendly
- Ask participants to develop a plan for the meeting
- Shorten meetings
- Move socializing time to coffee breaks or group-bonding activities

PURPOSE: Why are we meeting? (Simple, 1-line explanation):

DESIRED OUTCOMES: What exactly do we want to come out of this meeting? (Tangible outcomes we can check off as "done" when meeting is over):


OUTSTANDING QUESTIONS: Any questions that need answering before we can have productive meeting? (Questions you need answered by me? Info I need to prepare ahead of time?):

CONTEXT, NOTES, & RESOURCES: Relevant info, links, documents?  
(Share any additional info that might help us have a successful meeting. Documents can be emailed to me or inserted here via links to Google Drive, Dropbox, OneDrive, etc.)





## MY WEEKLY MEAL PLAN



	BREAKFAST	LUNCH	DINNER	SNACKS
SUNDAY:				
MONDAY:				
TUESDAY:				
WEDNESDAY:				
THURSDAY:				
FRIDAY:				
SATURDAY:				

### DOMESTIC DIVISION OF LABOR

OVERALL RESPONSIBILITIES	Who?
Meal Planning	<input type="text" value="Clean"/>
Grocery Shopping	<input type="text" value="Clean"/>
Laundry (clothing)	<input type="text" value="Duties"/>
Laundering / Changing Linens	<input type="text" value="Taking"/>
Vacuuming	<input type="text" value="Other"/>
Other:	<input type="text" value="Other"/>

DAILY RESPONSIBILITIES	Monday	Tuesday	Wednesday
Preparing Meals			
Loading / Unloading Dishwasher			

[illegible]

OVERALL RESPONSIBILITIES	Who?	Who?
Meal Planning	Cleaning Kitchen	
Grocery Shopping	Cleaning Bathrooms	
Laundry (clothing)	Dusting	
Laundering / Changing Linens	Taking Out Trash & Recycling	
Vacuuming	Other:	
Other:		

DAILY RESPONSIBILITIES	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Preparing Meals							
Loading / Unloading Dishwasher							
General Tidying Up							
Other:							

COORDINATING	What?	MAINTENANCE	What?
Managing the Family Calendar		Watering Plants	
Making Social Arrangements with Friends		Yard Work	
Organizing Weekly Date Night		Car Maintenance	
Other:		Hiring for/Managing Home Improvements or Repairs	
Other:		Other:	

ADMIN / FINANCIAL	What?	PROCUREMENT	What?
Sorting Mail		Stocking Household (cleaning supplies, lightbulbs, etc.)	
Paying Bills		Buying Gifts for Friends/Family	
Managing Investments		Ordering Pet Supplies	
Managing Health Insurance and FSAs		Researching Major Purchases	
Other:		Other:	
Other:		Other:	

PET CARE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Feeding							
Dealing with Waste							
Exercise / Play							
Other							

## When Did I Get +

### CLEANING LOG

[illegible]

WEEK:

MONTH:

YEAR:

ALL DONE

BATHROOMS

☐ tidy up  
☐ clean sinks  
☐ clean tubs  
☐ clean showers  
☐ clean toilets  
☐ sweep/vacuum  
☐ mop floors  
☐ wash mirrors  
☐ wash windows  
☐ empty garbage  
☐ freshen towels  
☐ re-stock  
☐ wash bath mats  
☐ polish fixtures  
☐ dust

BEDROOMS

☐ tidy up  
☐ make beds  
☐ fluff pillows  
☐ pick up clothes  
☐ put away laundry  
☐ sweep/vacuum  
☐ change sheets  
☐ empty garbage  
☐ dust  
☐ polish furniture  
☐ wash mirrors  
☐ wash windows  
☐ freshen flowers

LIVING ROOM

☐ tidy up  
☐ declutter  
☐ sweep/vacuum  
☐ fluff pillows  
☐ fold blankets  
☐ wash windows  
☐ polish furniture  
☐ sweep hearth  
☐ empty garbage  
☐ flip cushions  
☐ sort papers  
☐ fresh flowers  
☐ wash/beat rugs  
☐ put away remotes

DINING ROOM

☐ tidy up  
☐ straighten chairs  
☐ clear table  
☐ sweep/vacuum  
☐ empty garbage  
☐ freshen placemat  
☐ put away dishes  
☐ set out dishes  
☐ fresh placemats  
☐ polish furniture  
☐ dust  
☐ new centerpiece  
☐ wash windows  
☐ wash mirrors

KITCHEN

☐ tidy up  
☐ empty garbage  
☐ wipe counters  
☐ wipe range  
☐ do dishes  
☐ sort flatware  
☐ sweep/vacuum  
☐ empty garbage  
☐ wash sink  
☐ clean fridge  
☐ clean backsplash  
☐ fresh sponges  
☐ fresh dishcloths  
☐ re-stock  
☐ wash/beat rugs  
☐ polish glassware  
☐ polish silverware  
☐ clean microwave  
☐ clean oven  
☐ wash windows

OFFICE

☐ tidy up  
☐ sort mail  
☐ sort/file papers  
☐ empty garbage  
☐ sweep/vacuum  
☐ refill printer  
☐ wash windows  
☐ refill stamps  
☐ pay bills  
☐ dust  
☐ wash windows

LAUNDRY

☐ tidy up  
☐ wash whites  
☐ wash brights  
☐ wash darks  
☐ wash towels  
☐ fold laundry  
☐ sort laundry  
☐ match socks  
☐ clean lint traps  
☐ empty garbage  
☐ re-stock  
☐ sweep/vacuum  
☐ wash windows

WORK ROOM

☐ tidy up  
☐ neatening projects  
☐ sort materials  
☐ sweep/vacuum  
☐ empty garbage  
☐ wash windows

ENTRYWAYS

☐ tidy up  
☐ put away shoes

OTHER

☐ change catbox  
☐ water plants  
☐ feed pets  
☐ shampoo carpet  
☐ new lightbulbs  
☐ smoke alarms  
☐ baseboards  
☐ wash curtains  
☐ bleach liners  
☐ organize closets  
☐ sort drawers  
☐ freshen paint  
☐ wax floors

OH, AND ALSO

A CHORE CHART FOR GROWNUPS





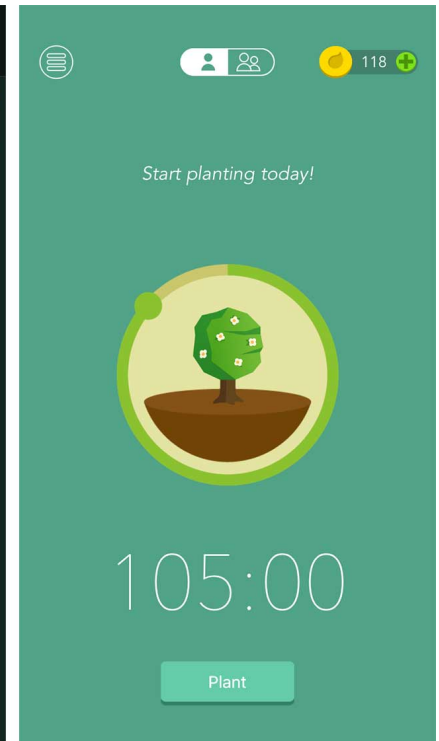
# **Daily/Hourly Key Questions**

- What has to be done right now?
- When / how am I going to care for myself today?



# 🕒 Daily Planning Tool #1: Pomodoro & Time Tracking

- Focus periods
- Know how you spend your time
- Associated apps/websites:
  - Toggl
  - Forest
  - Pomotodo





# The Pomodoro Technique

1

**Decide** on the task to be done.

2

Set the timer to **25 minutes**.

3

**Work** on the task until the timer rings.

4

Take a short 5 minute **break**.

5

Take a 15-30 minute **break**.

repeat 4 times





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Application

# 20 MIN BREAKOUT SESSION



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**QUESTIONS? THANK YOU!**