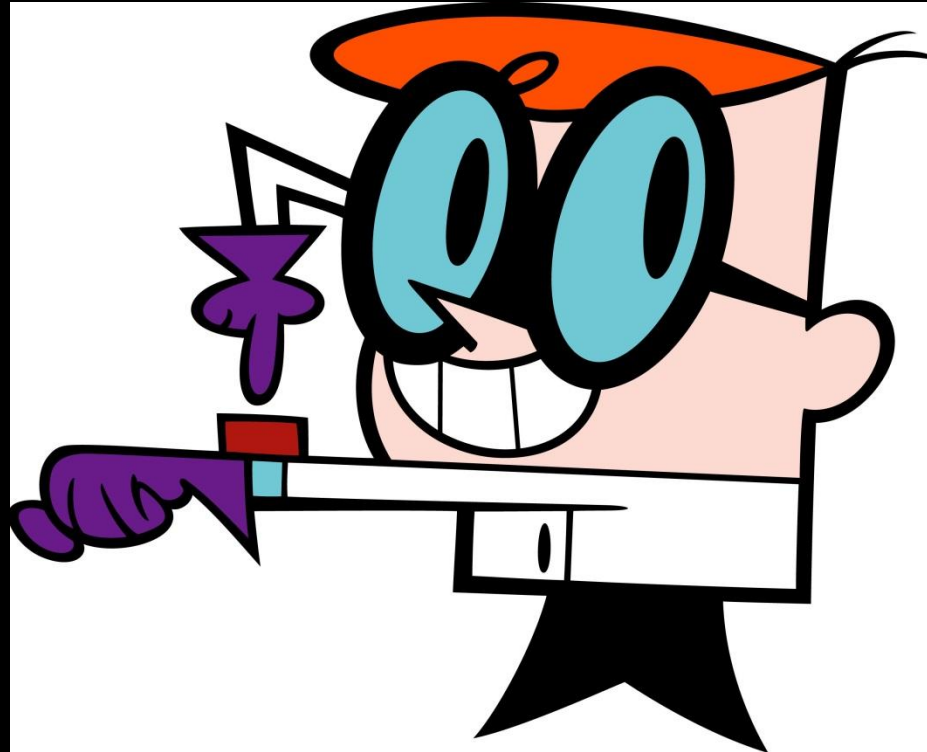


Getting It Done!



Time management for scientists

The Lucky Ones

- Mainly set our own agendas and control our own time
- Science is incremental, allowing for small but significant successes
- Most of us really love what we do, despite our insecurities

How to make the most of these advantages?

Exercise:

1. When (what time of the day or week):

- are you most creative and imaginative?
- do you write the best?
- are you most receptive to new ideas?
- are you good for nothing but formatting references?

2. Besides your science, what other things are most important to you and in your life?

The career of a scientist



Cirque du Soleil

The Goal: Do science to the high quality necessary to feel good about our work while leaving room for other things we want to do

Today: Provide some ideas to try when you need them

Acknowledgements: Nadja Steiner and Serge Lariviere

The key elements of time management for scientists

1. Know yourself

- when do you do your best work?
- when are you stupid?
- compartmentalized vs. open time
- protect your most productive periods
- know when to say 'no'

The key elements of time management for scientists

2. Have a plan

- break things into subsets: 'Write thesis' is not a useful list item
- when you stop for the night, think about what you want to get done the next day
- try not to stop when things aren't going well

The key elements of time management for scientists

3. Get started

- even just a title, potential authors list, and the start of an outline means you've started the paper
- just start writing, even if you end up throwing most of it out later – editing is easier than composing

The key elements of time management for scientists

4. Collaborate

- trust your collaborators (workaholics are control freaks)
- control what's most important
- beware of vampires
- have meetings in someone else's office
- know when to say 'no'

The key elements of time management for scientists

5. Give yourself a break

- the work is never done, only good enough
- take time to be lazy and stupid, when you need it
- don't waste time wishing you were taking time off, just go

The key elements of time management for scientists

6. Celebrate successes

- both big and small
- schedule your holidays after big deadlines
- at least have an ice cream cone before plunging back into the breach



"YEAH, BUT WOULD YOU WANT TO
HAVE A BEER WITH HIM?"