

What did you discover from
tracking your own time?

Jill's schedule last week

Department/Lab/Project Meetings – 21 hrs

Seminars/Journal Clubs/Teaching – 4 hrs

Interviews – 1 hr

University/College Service – 2 hrs

ISG/CBC Meetings – 3 hrs

Admin/Slack/E-mail – 3 hr

Writing/Editing/Talk prep – 6 hrs

Coding/Analysis/Research – 11 hrs

Virtual Conference Talks – 5 hrs

Total – 56 hrs

Mark's schedule last week

Coding/Analysis/Research – 5 hrs

Writing/Editing – 10 hrs

Grant manage/development – 5 hrs

Teaching (prep) – 11 hrs

Teaching (direct) + mentoring – 5 hrs

Collab. meetings – 3 hrs

Admin/E-mail – 7 hrs

University/College Service – 3 hrs

Seminar/Outreach – 2 hrs

Total – 51 hrs

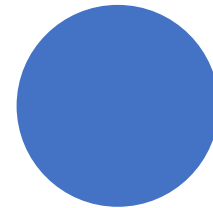
What aspects of time
management are most
challenging?

What tools/strategies enable
efficiency for you?

Do you believe that extra effort
(more work) early in one's career
provides a foundation for more
balance later?

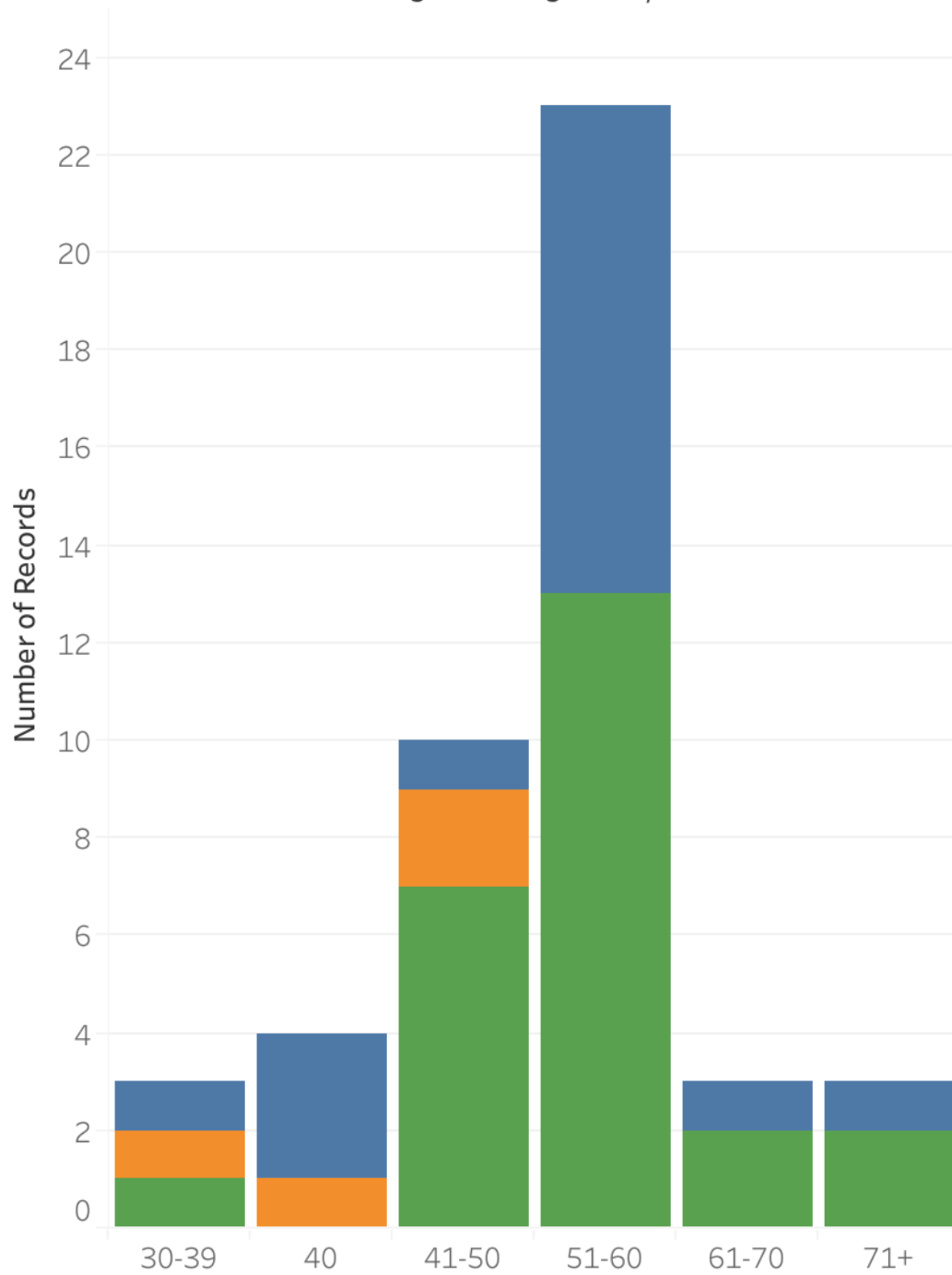
- **46 respondents**
- 17 Grads
- 4 Postdocs
- 25 Professors

Work/Life Balance Survey Results

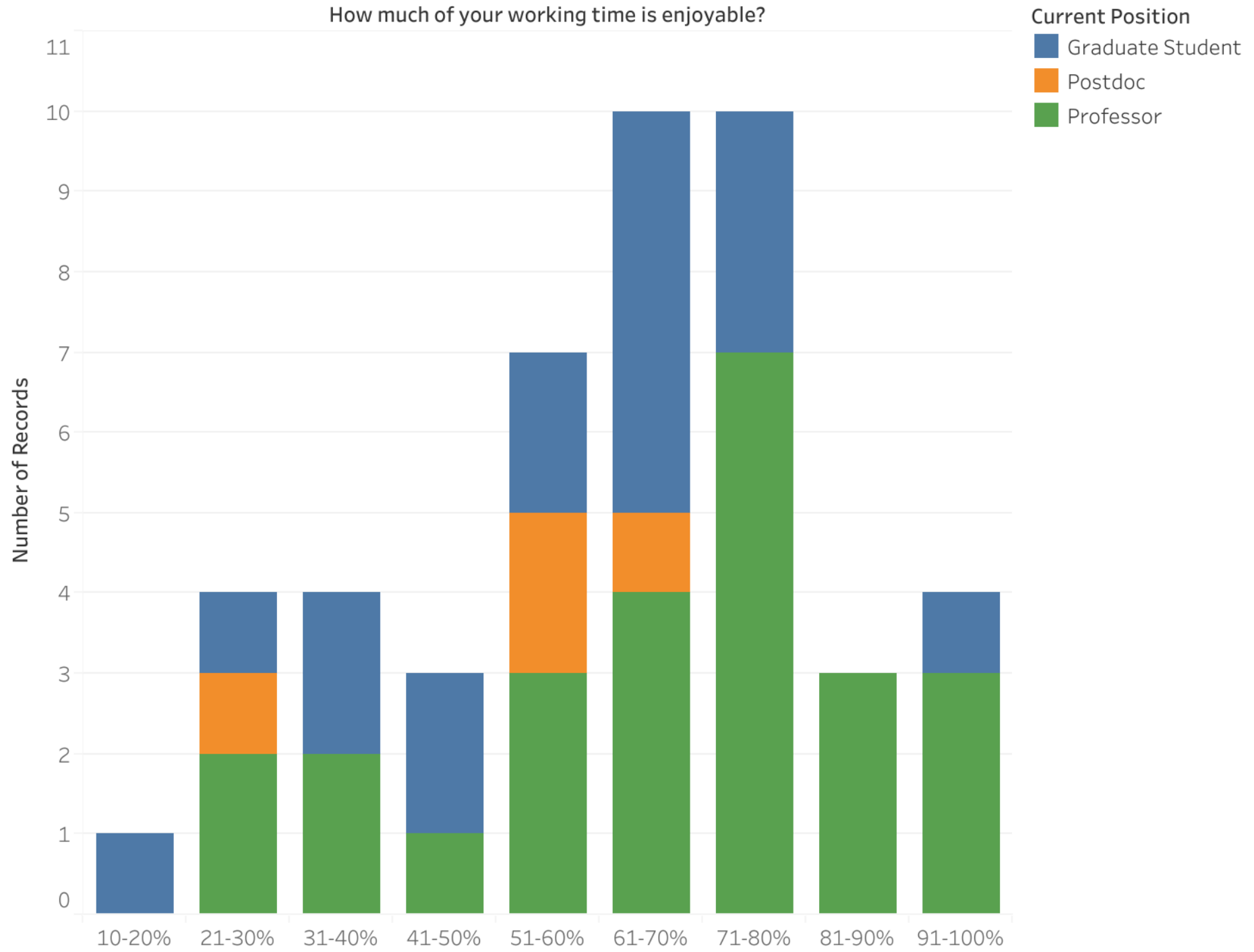


Average Working Hours/Week

Current Position
Graduate Student
Postdoc
Professor



How much of your working time is enjoyable?



Tools for Efficiency

- Todo Lists
- Calendar Software
- Coffee/Walk/Run/Yoga Break
- Delegation of Tasks
- Inbox Prioritization Software
- Virtual Meetings
- Writing Blocks
- Speed Meetings
- Project Management Software

What aspects
do you find
most
challenging?

- Balancing family
- Guilt when not working
- Meeting physical needs – cooking, health, exercise
- Saying ‘no’ more often
- Shutting off at the end of the day

What areas can you improve in for balance?

- More organized
- More efficient
- Say 'no' more often
- More breaks/vacations
- Fewer meetings
- Focus on priorities

Current Position

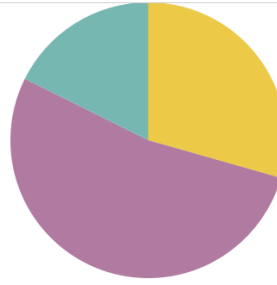
Response

Maybe

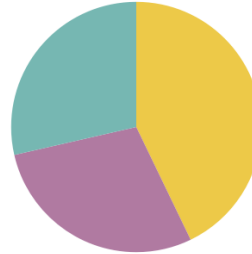
No

Yes

Graduate Student



Full Professor



Assistant Professor



Postdoc



Associate Professor

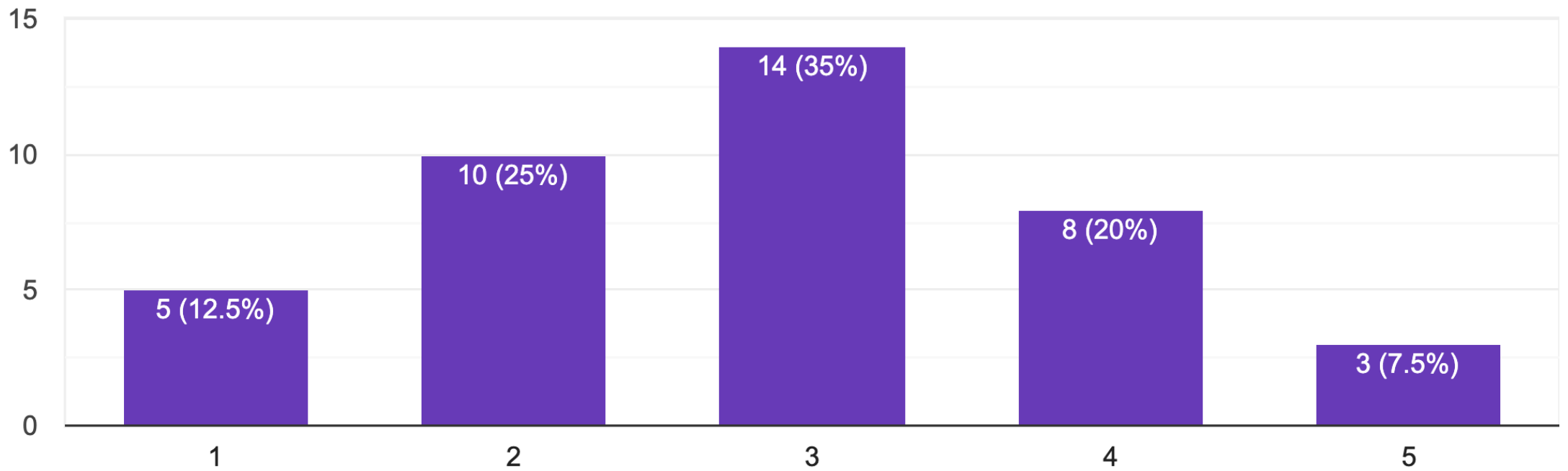


Pandemic Update

Graduate Students were mostly in the 2-3 range

How do you rate your productivity now?

40 responses



Pandemic Update

Easier	More Difficult
Less Commute Time	Teaching
More time with family/household chores	Family at home
Health (diet/exercise)	Face to face time
Less Laundry 😊	Boundaries on time (no end of day)
Cleaner Workplace	Focus