Time Management for Faculty: Tools to Help

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OBJECTIVES

Review common time management traps & myths

Compare and contrast tools to set healthy boundaries

Understand practices to help faculty prevent career burnout
Daring to set boundaries is about having the courage to love ourselves even when we risk disappointing others.

-Brene Brown
Evidence:

Burnout is costly. #1 cause Burnout = loss work control
1.0 FTE 💬 spend 8-10 hrs >week w household duties
compared to 👨‍💻 1.0 FTE
▶ Work Autonomy ▼ Burnout

Little Evidence:

Proven Time Management Strategies
Faculty are responsible for:

- Our families
- Our coworkers
- Our patients
Reframe: Successful Faculty
Set Goals & Set Boundaries

- Our families
- Our patients
- Our coworkers
- Our bosses
- Our friends
Time Management for Early Career Faculty

- Intentional
- Efficient
- Healthy
Step 1. Setting Boundaries = Setting Goals

- More successful, More boundaries
- Success directly linked ➡ No
- Boundaries ➡ displaying atypical traits
- Boundaries takes practice & planning
Setting Goals

• When you need to leave a commitment, leave something behind

• When you need to say NO to an opportunity, avoid apology.

• You do not owe anyone responsibilities that do not fit within your goal.
Let’s Practice:

• Example:

You need to relinquish responsibilities in a committee you are in.

You Call the leader of the committee, say that you are very thankful for the opportunity, and suggest 2-3 people who you know would be excellent at replacing you.

*Avoid silence fillers…”I’m sorry…I wish I could..”*
Step 2. Out List & Outsource
Outsourcing

• Domestic tasks
• Admin tasks
• Data entry
• Organization

Time Management - Out List

- Committees
- Service Responsibilities
- Speaking Engagements not in your content or interest
- Extra Shifts
- Calls
- Volunteer/Events
Let’s Discuss:
Leading Statements

• “Thank you so much for this opportunity - I am going to have to pass as it competes with another responsibility.”

• “I am honored you have asked me to step into this role. I have learned a lot from serving on this xyz and I am graciously stepping down to pursue a different focus.”
What Can You Outsource?

- Groceries
- Cleaning
- Driving
- Meal Prep
- Stitch Fix
- Closet Organization
- Travel Dossier
- Calendar Uptake
- Minimize Living Spaces
- Holiday cards
- Writing
Should We Ask for Help?

How do we ask for help?

We can move forward with help,

Or we can remain where we are without it.
Step 3. Time Blocking

Big vs. Little Things
Step 3. Time Blocking

Big vs. Little Things

> 1 Hour
Blocks of Time

< 1 Hour
“In Between”
Step 3. Time Blocking

Big vs. Little Things

Health
Relationships
Writing
Home Projects
Minimizing Space

Email
Mail
Clean Up
Shopping
Errands
Gifts
Step 4. Ongoing Management

• You will have to say no continually.

• You also have to commit to boundary management.
Each Week, Setting Apart Time to Time Manage

Sunday, Get Intentional:

• What are you going to say no to this week?
• When is self care this week?
• When is fun scheduled for this week?
• Where is your white space?
• Where is your goal work?
Let’s Take Charge NOW.

Turn to Your Neighbor & Share:

1. What is your current time management plan?
2. When do you plan your week, monthly and yearly goals?
3. What is your current process?
Let’s Take Charge NOW.

Turn to Your Neighbor & Share:

1. What is the biggest boundary you need to set?
2. Write down how you can set it within 1 week of returning.
3. Write down 3 things you can put on your Outlist.
4. Write down 3 things you can Outsource.
Thank you!

LIVE BRAVE!


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