Time Management Tips
for New Faculty

Operations
- paperwork
- email
- phone calls

Development
- research
- writing
- preparation
- reporting
  ● APROL
  ● AAP #5

Unscheduled

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The Organized Person
TRAFs Everything

There are seven possible choices to be made with paper, email & phone messages.

You either:

T oss it...
R efer it...
A ct on it or...
F ile it!
D elete it...
F orward it...
S end/print out email folder

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Plan Your Week in 30 Minutes

Experts say that you need only 30 minutes to plan your entire week. How do you do it? Follow the OATS formula.

O: Objectives. What results do you want to see by the end of the week? Write them down and rank them.

A: Activities. What do you have to do to achieve your goals? List the necessary activities, and rank them.

T: Time. How much time will each activity require? Plan realistically, allow yourself more time than you think you will actually need. This gives you flexibility if unexpected problems develop.

S: Schedule. Look at your calendar and decide when you can do each activity. Most people underestimate the power of a schedule, but you won’t get anything accomplished if you don’t schedule time to do it.

(President’s Newsletter, Ketchum Public Relations)