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Always connected and always working? Some best practices for effective use of technology and electronic communication.

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PRESENTATION PROPOSAL :
32nd Annual Academic Chairpersons Conference

Always connected and always working? Some best practices for effective use of technology and electronic communication.

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Presentation Summary

Background

In previously presented workshops on time management (2007, 2009, 2012 and 2013) I informally surveyed department chairs on their perceived time wasters. In these discussions, the use of email and social networking often showed up on top of the list of things that are perceived as a drain on a department chair's time. On the other hand, everyone recognizes the power of electronic communication and how, in many ways, it has made our jobs easier in comparison with the job of the department chair during the era of communicating using landline telephones, fax machines and printed memos. This presentation will provide a series of best practices allowing chairs to become masters rather than slaves or victims of electronic communication. And it can become problematic when issues related to student and personnel privacy and confidentiality are not handled intelligently and respectfully. The presentation will focus on the effective use of technology and electronic communication discussed from a time management perspective. The presentation will cover best practices for overcoming challenges related to email security and privacy as well as the use of "profess-social" networking as a means for connecting with your students, alumni, industry and community and in promoting your department inside and outside your institution.

Presentation Outline:

The History of Email and Why It Became so Popular

- Personal or impersonal communication
- Mass distribution of information
- Reaching many people at once

- Avoiding the game of phone tag

A Time Management Perspective on Electronic Communication

- Managing your time spend on email
- Managing your integrated system: email, calendars, tasks
- The DDDD approach: Do, Delete, Delegate or Defer
- When is it better to pick up the phone?
- Serving your department without being connected all the time

Security and Privacy Issues

- The billboard test
- When to not use email
- If it is digital it is owned by all

Profes-social Networking

- Connecting with students and alumni
- Connecting with industry and community
- Promoting your department inside and outside your institution

Short Abstract (for conference program)

The presentation will cover best practices for overcoming challenges related to email security and privacy as well as the use of “profess-social” networking as a means for connecting with your students, alumni, industry and community and in promoting your department inside and outside your institution.