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## Time Management Strategies for Chairs and Administrators

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**Title of Presentation:**

Time Management Strategies for Chairs and Administrators

**Description of the Session:**

In the famous opening scene to *Raiders of the Lost Ark*, Indiana Jones dodges poisonous darts, crashing rocks, trap doors, arrows, spears, and a huge rolling ball as he runs headlong for a plane that is about to take off without him. Watching the film today, the average chair will comment, “Yep, and that’s probably what my day tomorrow will be like too.”

Description of the Problem

Yes, the academic chairperson’s job is often one crisis after another. And even when the chair isn’t in crisis mode, there are reports to write, evaluations to conduct, meetings to attend, memos to craft, and on and on; plus the mountains and mountains and mountains of emails. More than any chair could ever read. In other words, too many tasks to do, and not enough time to do them. If this sounds like your life as a chair, then this session is for you.

Session Relevance to Chairpersons

Academic chairpersons probably have the busiest job at any university. And the list of job responsibilities seems to grow longer every year. To handle all of those tasks and the stress that comes with them, chairs need to become effective time and task managers. There are, of course, lots of books and web sites available on time management. But unfortunately, chairs are often so busy they don’t have time to explore these resources. This session addresses that problem by presenting chairs with some of the best and most practical time management strategies available.

Presentation Focus

This session will discuss both time management philosophies and practical time management strategies. Attendees will be introduced to the basic ideas of several widely respected time management experts. The session will also cover the presenter’s own ideas about how chairs can better manage their time and responsibilities. Specifically, this session will discuss the following time management strategies:

- \* The Two Minute Time Management Drill
- \* David Allen’s Getting Things Done Time Management Philosophy
- \* Mark Forster’s Do It Tomorrow Time Management Philosophy
- \* The Pomodoro Time Management Technique
- \* The Inbox Zero Email Management Technique
- \* Lifehacker Email Management Strategies
- \* The 5 Lines Email Approach
- \* Google Calendar Planning Strategies
- \* Long-range Chair Planning Strategies
- \* The Wisdom of No

Recommendations

The presenters will provide a brief overview of each time management idea listed above and then discuss how these general principals of time management can be applied to the

specific contexts of chair responsibilities and academic work based on the presenter's own experience after several years of working as academic chairpersons.

#### Audience Engagement

Attendees will be guided through several simple time management exercises to help them get started on more effectively managing common chair tasks. These hands on exercises should help chairs implement a range of time management strategies immediately into their work and home lives. A list of references will also be provided. This session won't put more hours in the day, but it will give chairs proven strategies for better using the hours they already have.