



WINTER 2024 VIRTUAL MINI-CONFERENCE FOR RESEARCH COORDINATORS

**Managing Expectations, Time, and
Boundaries with Communication Tools**

ITHS

Institute of Translational Health Sciences
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TIME MANAGEMENT

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**Winter 2024 Virtual Mini-Conference
for Research Coordinators**

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Key Questions

Where are you spending your time?

Baseline

Are you working on the right things?

Goal Setting

Prioritization

Are you productive when you are working?

Don't mistake movement for work

$$W=fd$$

Managing interruptions

Distraction

Procrastination

Scheduling

Understanding the value of your time

Key Concepts

Know where you are starting

Data collection

Surveys

Know where to allocate your time

Improve your productivity

Deal with specific impediments

How Good is your Time Management

We all get the same 24 hours, why is it that some people achieve so much more with their time than others?

[Self Survey](#)

Survey question: What is your greatest time management challenge

Prioritization- Focusing your work on the most important high value tasks.

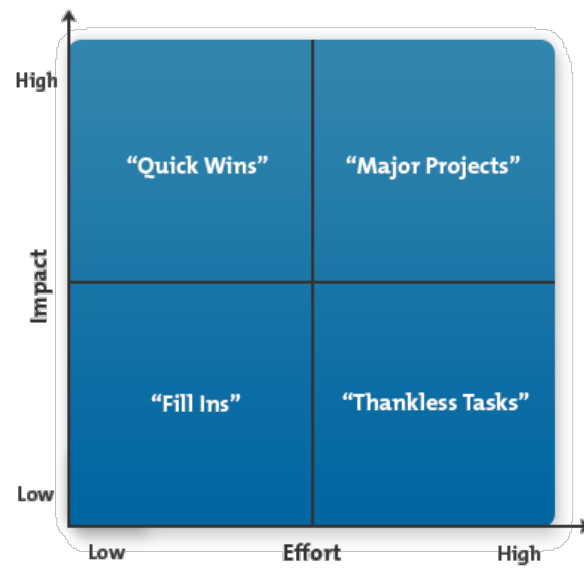
Managing interruptions and dealing with distractions- Managing and planning for interruptions throughout the day

Procrastination-Delaying necessary work until the last minute

Scheduling- Creating a schedule that keeps you on track

Prioritizing

IMPACT VS EFFORT



Scheduling



- ▶ Morning task?
- ▶ Schedule highest concentration when you are most alert
- ▶ Find the system that is right for you
- ▶ Use your prioritization
- ▶ Time buffers for travel
- ▶ Plan for breaks
- ▶ Use batching and time blocks
- ▶ Not all meetings have to be 1 hour

Organizing Your Day



- ▶ Notebook
- ▶ First 15 minutes is for organizing
 - ❑ To Do List
 - ❑ Personal KanBan
 - ❑ Trello
 - ❑ Digital calendars- use 1 calendar
 - ❑ Project Management tools (i.e. Smart Sheet)
- ▶ Clear your desktop
- ▶ Create an Action area for the current work
- ▶ Schedule tasks in small time buckets
- ▶ Scan your documents
- ▶ Use Cloud files
- ▶ Plan for breaks
- ▶ Nutrition and Sleep

Procrastination

Choosing enjoyable over priority

- Not laziness
- Habit

Overcoming the Procrastination Habit

- Recognize if it is a problem and why
 - ✓ Imposter syndrome, fear of failure
 - ✓ Don't like the task
- Forgive your self of the past
- Don't label yourself a "procrastinator"
- Use self-controlling language "I choose to" versus "I have to"
- Move the task to the top of the day and do it in bite size (time bound) pieces
- Reward your self
- Ask someone to partner with you
- Tackle issue as they come
- Minimize distractions
- Scheduling
- Prioritizing

Active procrastination-if you thrive under pressure, make sure it only affects you

Distractions

Focus

- Environment: comfortable, landscape photos, shut out noise (using instrumental music, white noise)
- Nutrition- water, eat breakfast
- Get up and move around

Mindset

- Have a focused time to deal with worries
- 1 task at a time
- Close email and chat
- Switch between hi and low attention tasks
- Prioritize
- Reward yourself

Identify your Interrupters (interrupter log)

- Interrupters log
- Separate valid from invalid interrupters
- Plan your calls
- Consider the interruption before getting caught up in their urgency
- Available and Unavailable time (be careful with too many barriers and let people know what constitutes an emergency)
- Learn to say “No”
- Invitation only time
- Social media impact
- IM impact
- Browsing
- Phone calls
- Other people
- You- sleep, nutrition, energy level

Interruptions

Within control

Outside control



Key Time Management Strategies



- ▶ Prioritize- find your 80/20 Rule
- ▶ Schedule
- ▶ Organize your day first thing in the morning or at the end of the day
- ▶ Create a routine
- ▶ Build good habits & get rid of bad habits
- ▶ Notebook your thoughts, conversations, ideas
- ▶ Add time buffers to your schedule
- ▶ Nutrition
- ▶ Sleep
- ▶ Breaks
- ▶ Meditate every morning
- ▶ Exercise every morning
- ▶ Organize your life
- ▶ Turn off social media app notifications

1-All

Which of the strategies do you think you should implement for your self?

Are there other strategies that you would like to invoke or that you have successfully invoked?



Resource Leveraging

Personal SWOT

Knowledge and Education Leverage

Technology Leverage

Resources

- 1 Minute Manager, Ken Blanchard, PhD
- Mindtools- https://www.mindtools.com/pages/main/newMN_HTE.htm
- Rate your time management skills
https://www.mindtools.com/pages/article/newHTE_88.htm
- Do More Great Work, Michael Bungay Stanier (reducing busy-work)
- Getting Things Done, David Allen
- The Procrastination Cure, Jeffery Combs
- The Power of Habit, Charles Duhig
- Procrastination quiz - https://www.mindtools.com/pages/article/newHTE_99.htm
- Pomodoro - <http://www.marinaratimer.com/>
- Trello – trello.com
- Lifehack- lifehack.org (Productivity)
- Toggl- toggl.com
- Productive quiz - <https://www.mindtools.com/pages/article/productivity-quiz.htm>
- Meetings - <http://www.liberatingstructures.com/>



Questions?



Appendix

- 1 Managing Email
- 2 Meetings
- 3 Pitfalls

Managing Email



Check regularly- but not continually

- ▶ Receive at certain times
 - ❑ < 2 mins- Read and reply
 - ❑ >2 mins- schedule on calendar or add to To Do list

Categorize email folders

- ▶ Action Items, Waiting, etc
- ▶ Projects
- ▶ Classes

Use Rules to sort mail

- ▶ Blogs, etc.

Meetings



Meetings are expensive

Effective meetings can save well over this amount

Ineffective meetings:

- Loss of resources
- Loss of the return on the unperformed activities
- Loss of motivation

Other Meeting Topics include:

1. Reasons for meetings
2. Scheduling
3. Agenda
4. Minutes
5. Meeting support roles
6. Visual meetings
7. Continuous improvement

Meetings

REASONS FOR MEETINGS

Sometimes a meeting is not the best use of everyone's time.

Sometimes not everyone should be at the meeting

- 1- way Communication (**Sharing**)
- Gather input (**Gathering**)
- Make decisions (**Deciding**)

Meetings

SCHEDULING

Administrative assistance

Regular meeting dates

Doodle polls- respond within 24 hours

Virtual: Skype, Zoom, Adobe Connect

Meetings

AGENDA


Pre-published

- ▶ At least 2 days prior for weekly meeting
- ▶ Includes minutes, agenda, action items

Objective, handouts, roles

Each agenda item:

- ▶ Time frame
- ▶ Outcome
- ▶ Type of discussion (S, G, D)


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Operations and Implementations Meeting Agenda
Thursday, October 26, 2017 3:00pm-4:00pm

- Location: SLU **C-123 B** or Dial 1-888-619-1583, Access code: 650951#.
- Adobe connect <http://univ.washington.adobeconnect.com/directors/>
- Conference call details: If you are calling in, please mute your call and please do not put the call on hold.

- Objective: Operate as one ITHS
- Deliverables: Shared knowledge of key interactions, decisions, plans and directions of each director

Attending:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Agenda

Time	Topic	Lead
2 minutes		
15 minutes		
15 minutes		
10 minutes		
5 minutes	Next Week Meeting Agenda Items?	

What	Who	When	Comments

1

Meetings

MINUTES

Action Items

1. What
2. Who
3. When
4. Comments

Discussion/ Decisions

Distributed within 2 business days of meeting

Meetings

MEETING SUPPORT ROLES

Facilitator - Process Checker

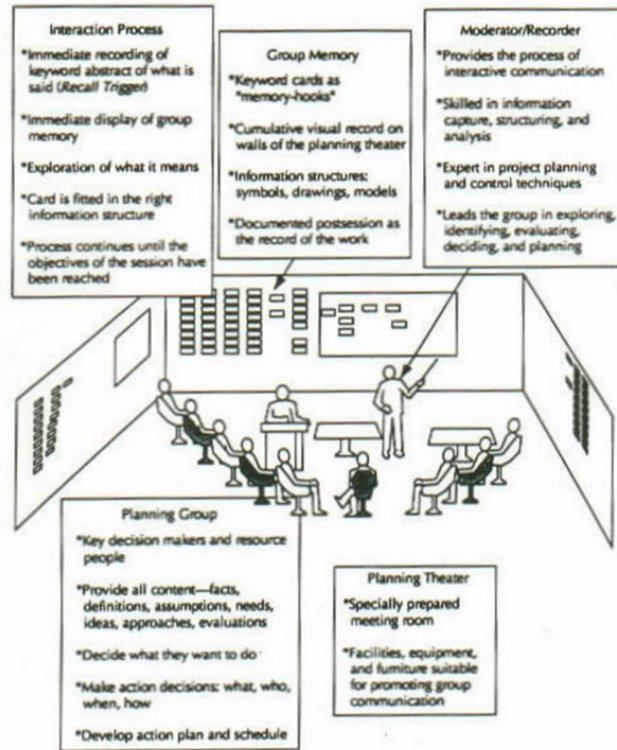
Scribe

Time Keeper



Meetings

VISUAL MEETINGS



Source: R. Gillis, "Strategies for Successful Project Implementation," in M. Fangel, ed., *INTERNET Handbook of Project Start-Up* (Hilleroed, Denmark: INTERNET Committee on Project Start-Up, 1989).

Meetings

CONTINUOUS IMPROVEMENT

+ / Δ

Group Effectiveness Scale

Meeting Evaluation by Meeting Mentor

Pitfalls



1. No To-Do List
2. No Personal Goals
3. No Prioritization
4. Distractions Rule
5. Procrastination
6. Take on Too Much
7. Thrive on “Busy”
8. Multitasking
9. No Breaks
10. Ineffective Scheduling