

WORKSHOP PROPOSAL :
34th Annual Academic Chairpersons Conference

Time Management for Department Chairs

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Workshop Summary

Background

I previously have presented workshops on time management in 2007, 2009, 2012 and 2013 to the Academic Chairpersons Conference (ACC). Both of these workshops were very well attended and the feedback from the participants were overwhelmingly positive. I was recently encouraged to offer the workshop again. In times where academic departments around the world are experiencing budget cuts and increased demands for effectiveness and accountability, the subject of time management continues to be as timely for department chairs as ever before. An outline of the proposed workshop is as follows:

Session Outline:

What is Time Management?

- Characteristics of Time
- Some Misconceptions about Time Management
- The inter-relationship between the five basic resources: Time, Money, Human, Physical and Information Resources

Managing Workflow

- Do, Delete, Delegate or Defer?
- Prioritizing Tasks
- Urgency versus Importance
- Pay-off versus Effort required

Table Discussion on Time-Wasters

- What are the top time wasters?
- Who is responsible for them?

- How can they be eliminated?

A Time Management Study

- Data collected over the past three years
- Time budgets and actual time consumption
- Measuring outcomes

More on Time Wasters

- The art of delegating
- Getting organized
- Overcoming procrastination

Table Discussion on Managing Interruptions

- Students
- Faculty
- Administrators
- Staff

Finding Balance Between Work Time and Personal Time

- Expectations
- The value of personal time
- Avoiding stress and burn out

Hands-on Tools and Recommendations

- Calendars
- Spreadsheets
- To Do Lists
- Integrated Time Management Systems
- Creating a daily routine
- Literature on Time Management