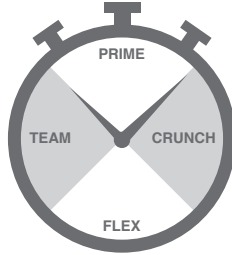


CHAPTER 6 DRAFT BLUEPRINT: TIME MANAGEMENT

They say, work expands to fill time. I say, often work seemingly expands when you are already short on time. Given that, it is important to have contracts with yourself on how you want to expend time.



AWARENESS *The demands on our time*

List everything you believe you need 'to do' this week (or month, depending on what works best for you). If it feels overwhelming, start with work-only tasks within the structure of time that fits with your values and goals.

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ARRANGEMENT *What are my priorities?*

List 2-3 priorities in each category below. Do your best to limit the number, even if it's hard to do. In the lines beside the priorities, identify what, specifically, this means for you each week using the rule of thumb (everything, something, one thing).

Priority Projects *Do everything I can*

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Next Tier Priority *do something*

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Future Priority *do one thing*

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Estimate hours

As you plan your weekly calendar, don't forget to include creative priority, do nothing!

List all of the upcoming and anticipated meetings and requests for your time by others. Reflect on which meetings fall into the categories and place them below. As you work, estimate the time required for each; be as realistic as you can be.

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What do I identify to be Prime Time, Crunch Time, Flex Time, Team Time?

PRIME TIME

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CRUNCH TIME

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FLEX TIME

TEAM TIME

Review your calendar for the week and the cadence for above given the time allotted and time available.

Does it appear manageable? What needs to shift, move, change? Share your time zones with a trusted coworker, mentor, and/or supervisor in case you need guidance or validation. Try out the strategy and continually adapt depending on how it appears to work for you.

In my case, I typically allot 60-70% of my time to the Prime Time zone. During some weeks the Flex Time is taken over, and on other weeks Crunch Time may swallow the Flex Time. Meetings with team members can be adjusted as needed. If the team is running experiments, we get to connect during equipment downtime or lunchtime.

There will certainly be points in our lives where we have to make conscious decisions about what is more important to us and where we spend our time. This is a personal choice, as is our relationship with our work at any given time. By the same token, we need to advocate for ourselves as well as for fair and equitable practices.

A good manager, a fair culture, and a great team, at home and at work, can also help to adapt to the ebb and flow – to manage good and bad times.

Time management strategies need to evolve continually as our roles and responsibilities evolve, not just at work but at home as well.

And they do take practice.