

Winning the P&T Game: How to Optimize Your Time Management for Academic Productivity

Set SMART goals

SMART Goals are Specific, Measurable, Attainable, Realistic, Timely

- Specific goals are clear and well defined
- Measurable goals allow you to assess progression
- Attainable goals are ones you can reasonably achieve
- Realistic goals are achievable given the available resources, knowledge and time
- Timely goals keep you on track

Consider how to prioritize tasks



- 2) Focus your efforts on the important but less urgent quadrant
 - Less urgent tasks can become urgent if not addressed
- 3) Avoid the less urgent, less important tasks if possible

Consider these options before saying Yes or No to a given request

- Does the request match your career goals?
- Would the request use your skills?
- Is there long term benefit, or could this task lead to work aligned with your goals?
- What is the time commitment of the request?
- How involved can you be/do you need to be in the project?
- Are you able to give something else up to take on the new tasks?
- Is the requestor someone who can influence your career?
- Would saying no jeopardize other parts of your job or goals?

Form a support group of writers, coaches, friends, mentors, and keep in touch with them