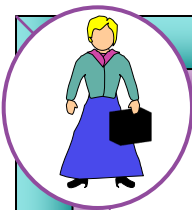


Work-Life Balance for Engineering Faculty

Minority Faculty Development Workshop

Susan Robison

410-465-5892



Why balance is hard for minority faculty

Triple-threat job description



bid062310 fotosearch.com



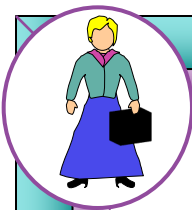
k1509709 www.fotosearch.com



Introducing: the one, the only....



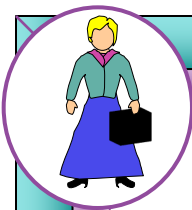
k0021831 www.fotosearch.com



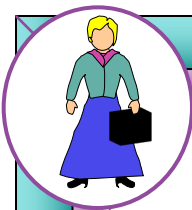
Goals for this workshop:

Increasing your productivity and happiness through 2 practices in each area:

- *Work- balance
- *Teaching
- *Researching
- *Serving
- *Home life



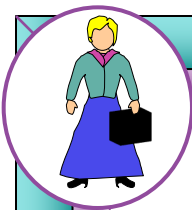
Balance



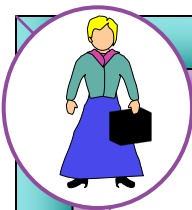
What is Needed for Balance

Define it.

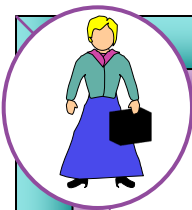
Design a life management system
that brings it.



What does work-life
balance mean for you?



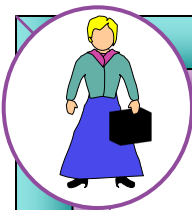
What is your biggest
challenge to living that
balance?



Balance

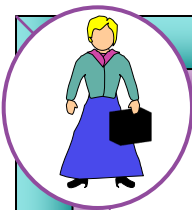


u17272360 fotosearch.com



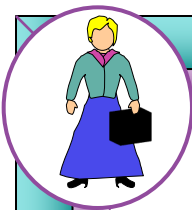
Peak Performing Faculty

**Productive and happy –
managing goals and
enjoying life.**



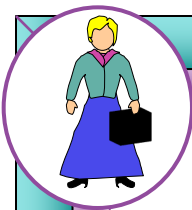
Productive Through Great Work

High impact work that uses your strengths, flows easily from a deep sense of meaning and purpose, and benefits the college.



Happy Through a Great Life

Meeting your needs for
_____ while meeting
other people's needs for
_____.

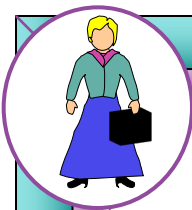


Happy People Work Differently

Great Work/Great Life

Flow: challenge + mastery

Balance: Pulse -> pause -> pulse -
> pause.



What faculty need to build?

A life management system

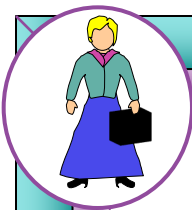
Gives you **resources** (time, money, energy) for high productivity and high happiness.

Driven by more “**wants**” than “shoulds.”

Only as **complicated** and **organized** as it needs to be.

Brings **balance** between work and life.

Keeps **track** of everything in one place.



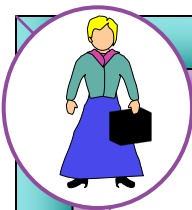
A life management system:

Prevents feeling **overwhelmed**.

Figures out what **strategies** bring productivity and happiness.

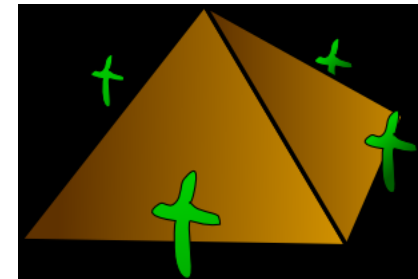
Replicates them in a reproducibly effective manor.

Helps you **enjoy** the process.



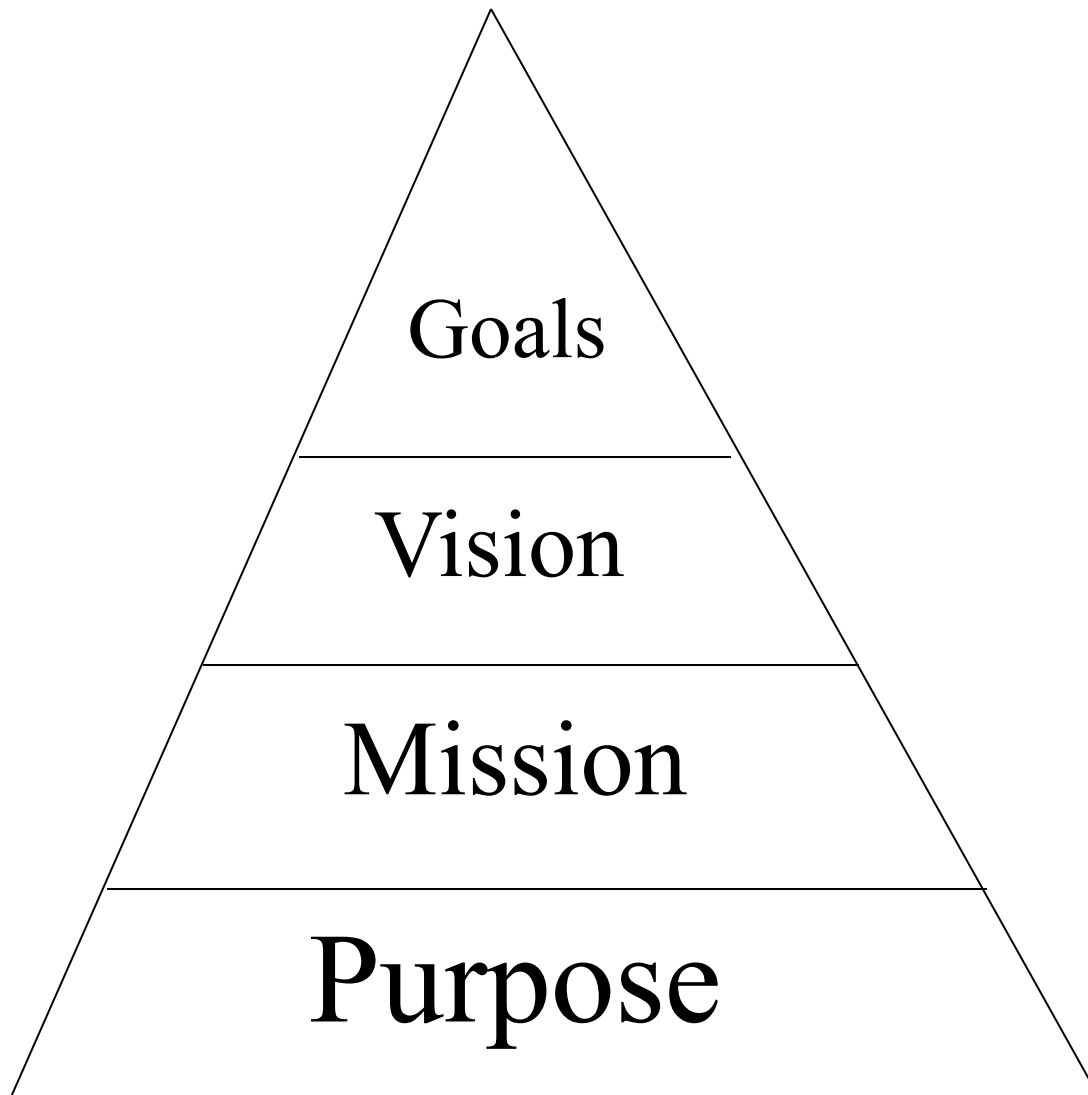
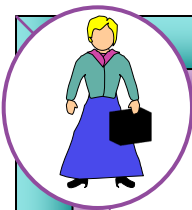
Energize yourself by:

- 1) Creating Great Work and a Great Life through the **Pyramid of Power**.

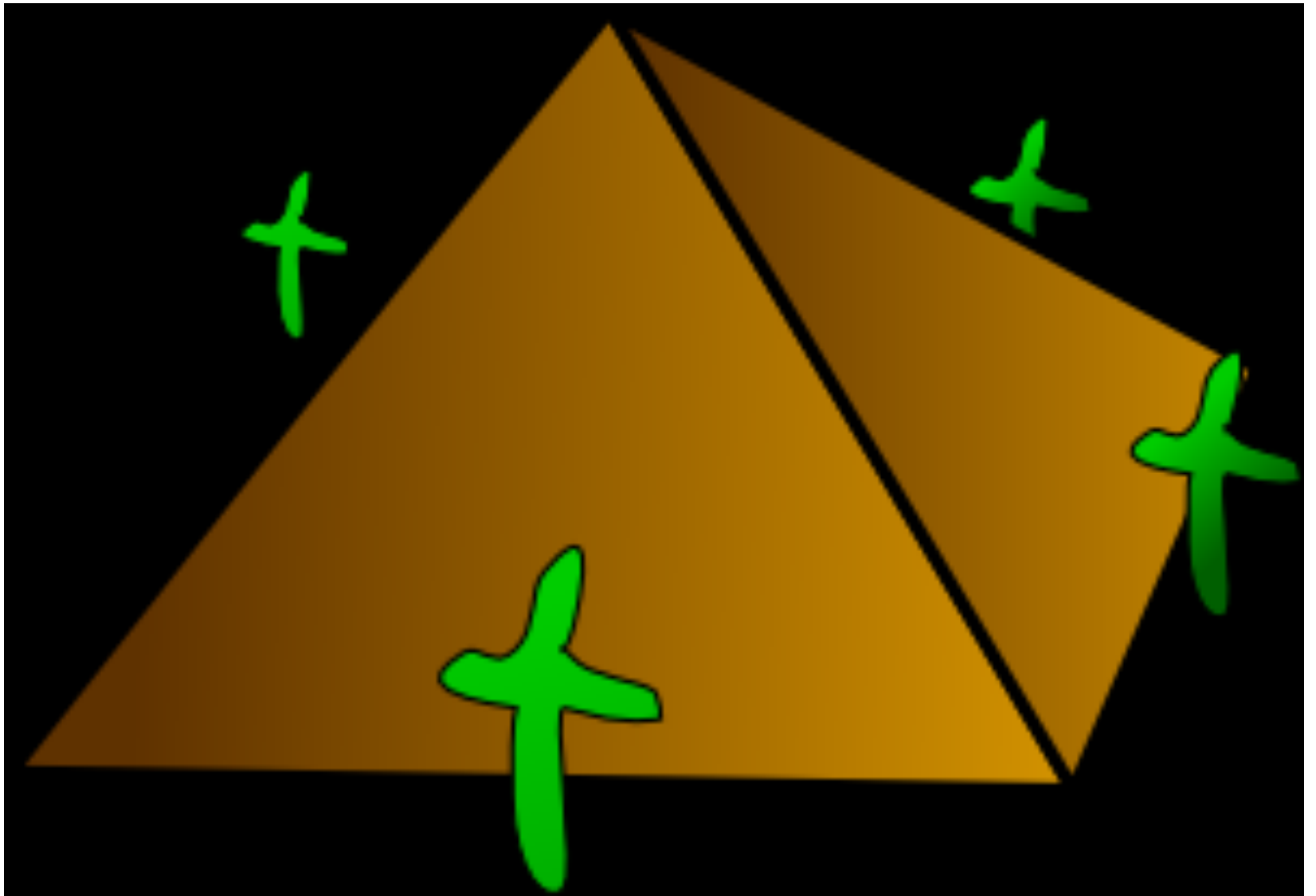
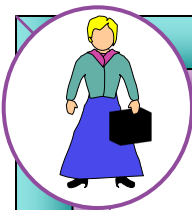


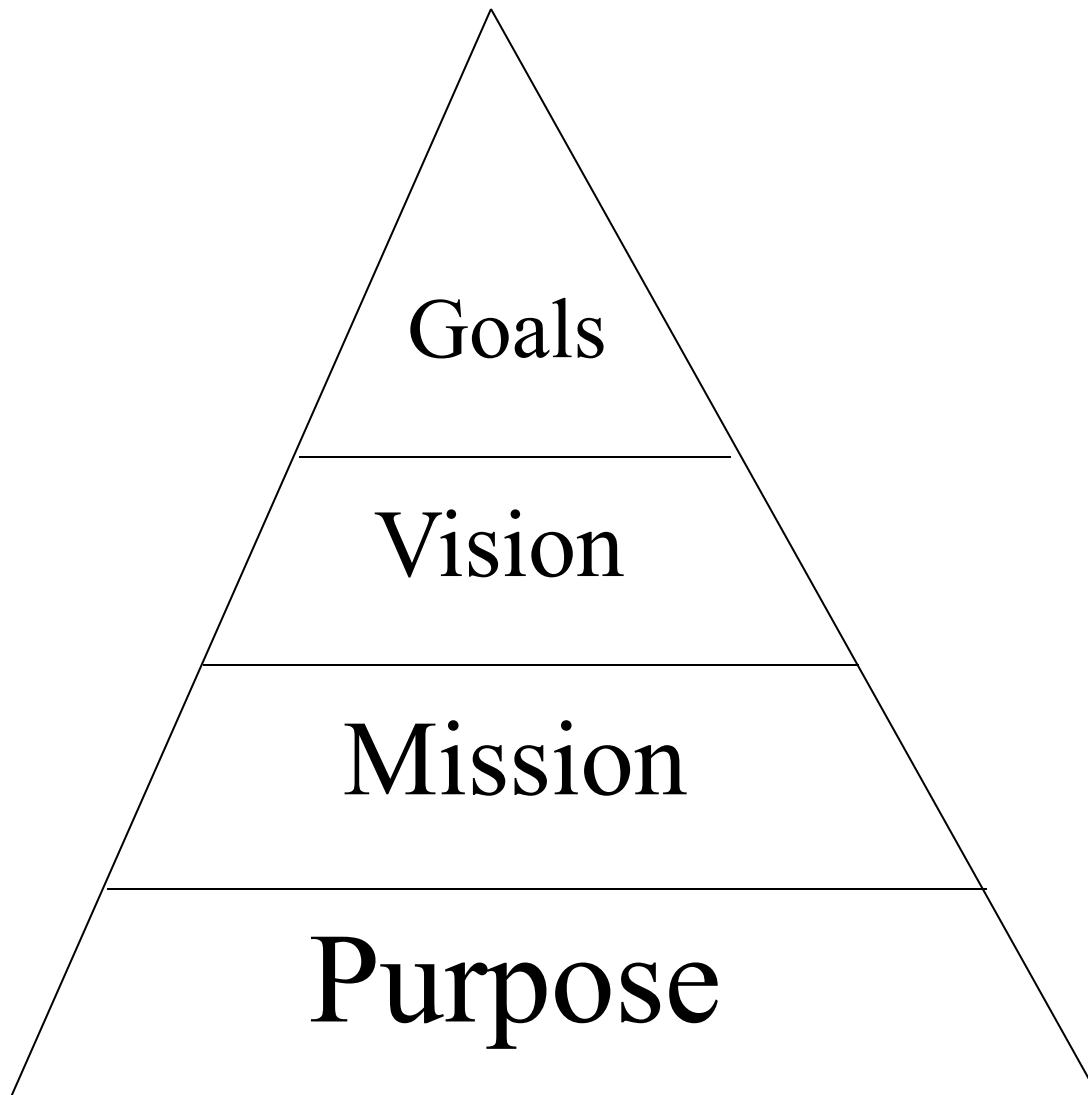
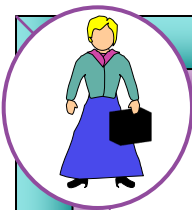
- 2) Managing it through use of the **Dream Book**.



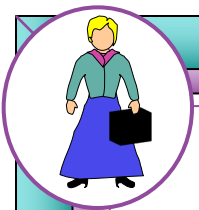


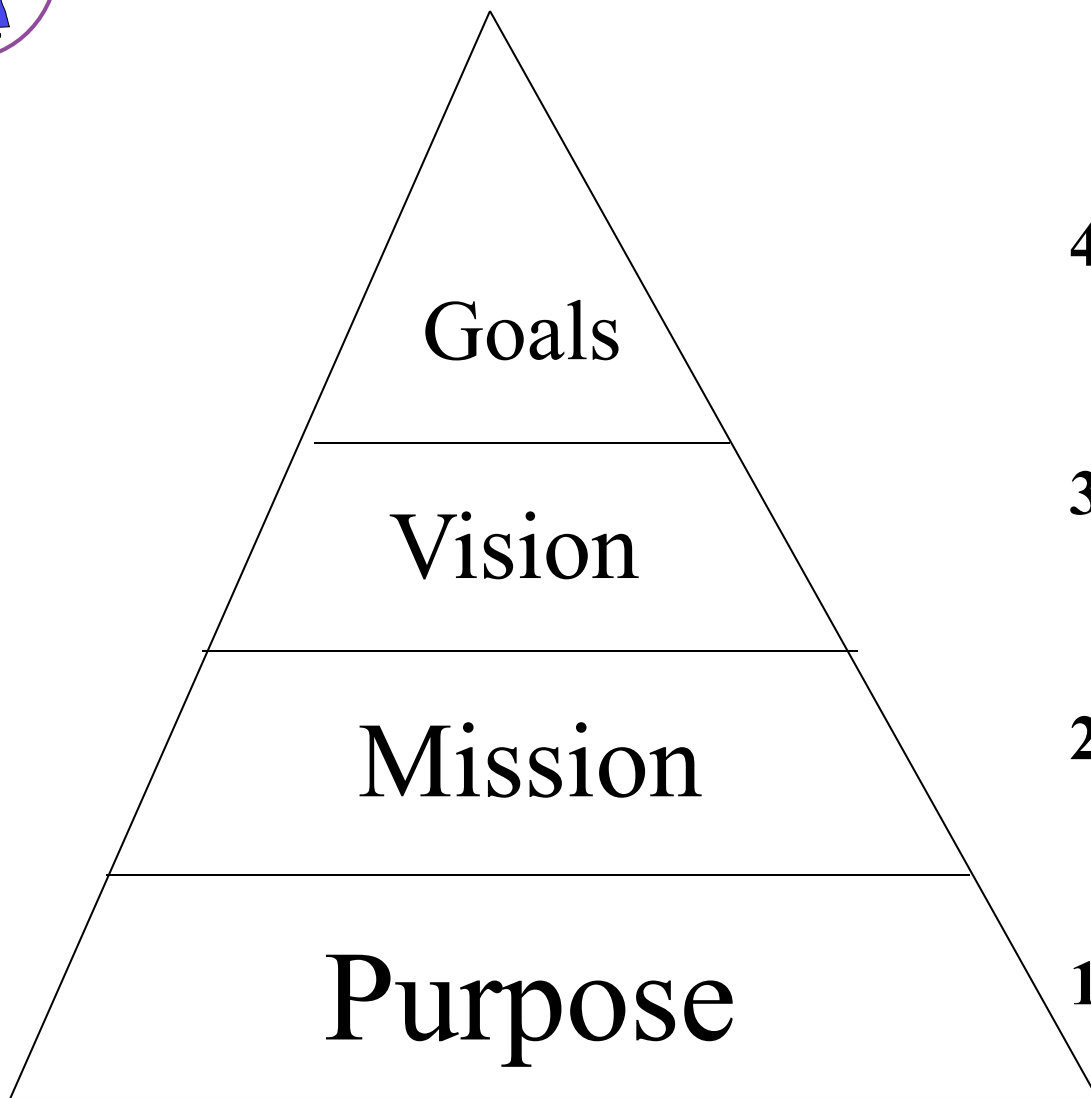
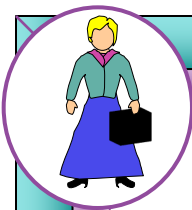
Pyramid of Power





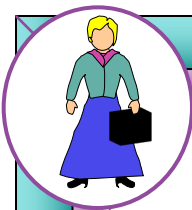
Pyramid of Power





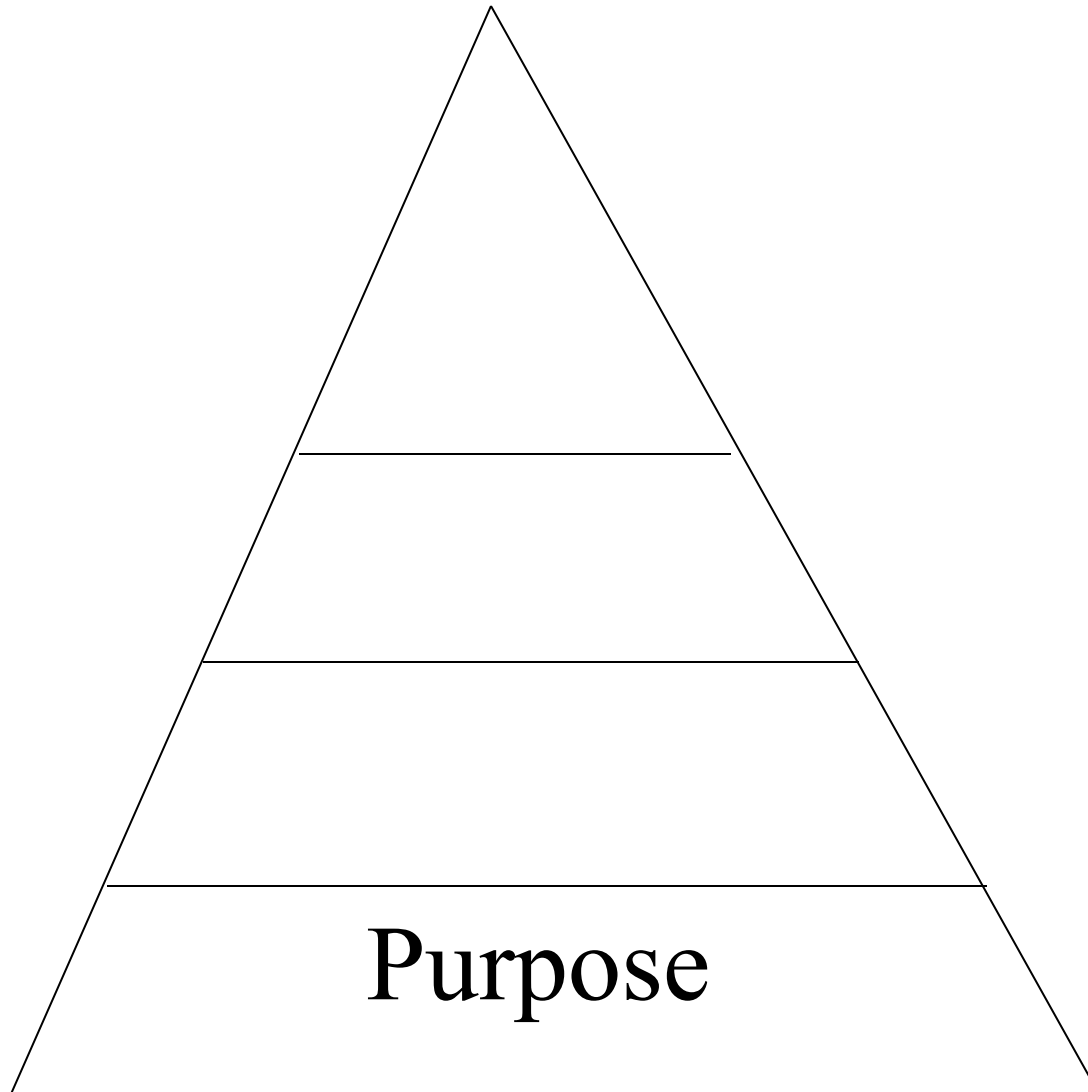
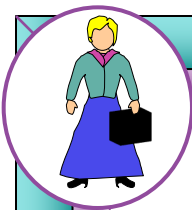
Pyramid of Power

- 4. Goals: What tasks lead to live #1-3?**
- 3. Vision: What will result?**
- 2. Mission: What will I do about it?**
- 1. Purpose : Why am I here?**

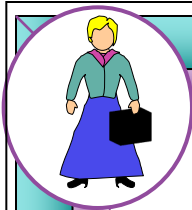


Commitments

Pyramid of Power

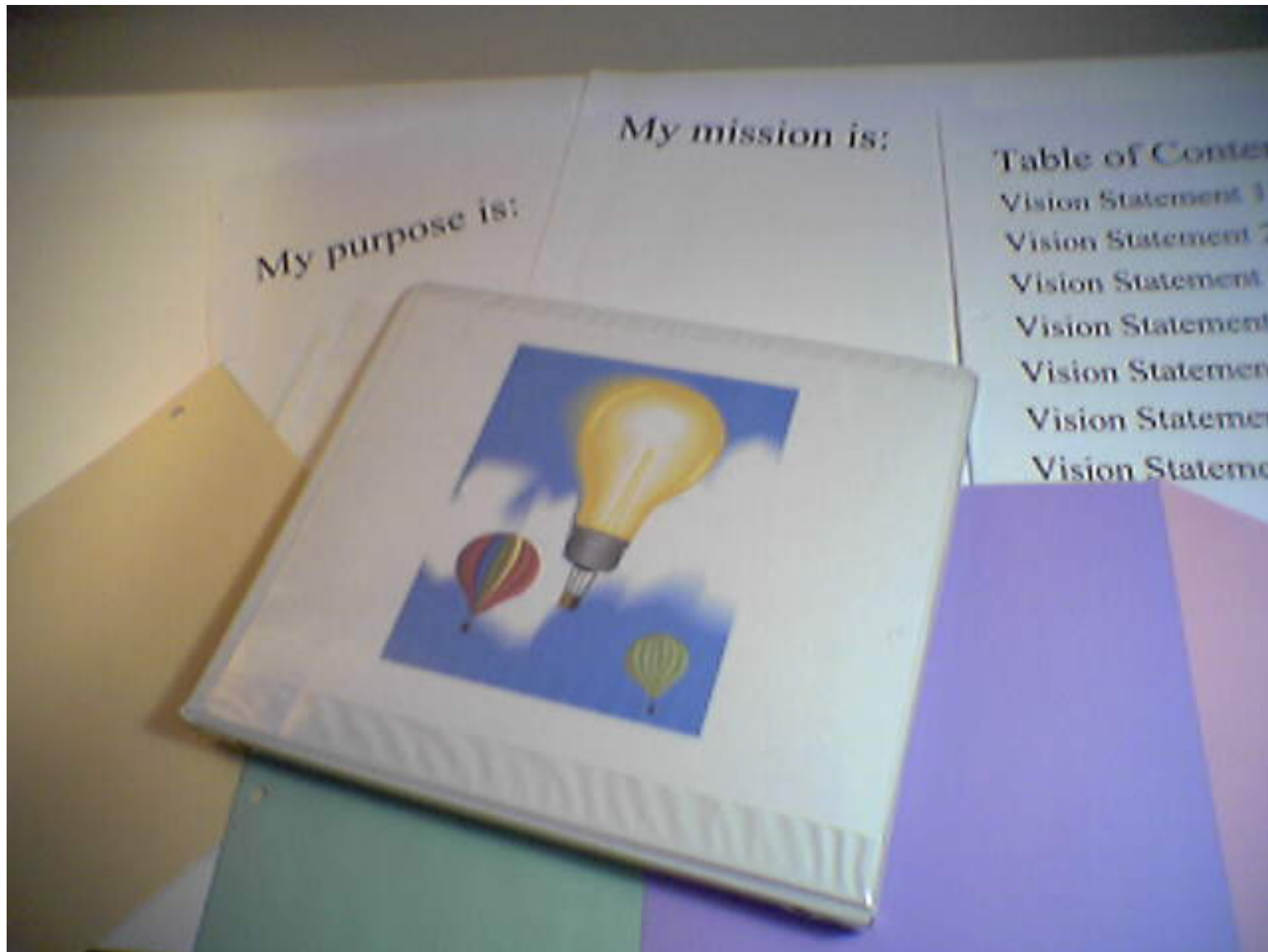
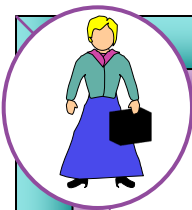


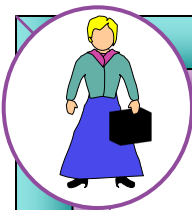
Pyramid of Power



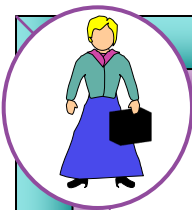
Power - Purpose

My purpose in life is:





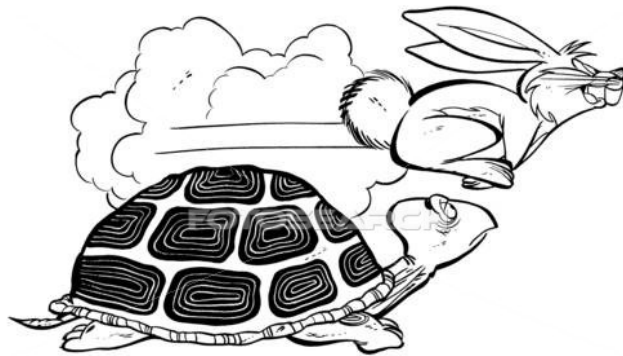
Teaching



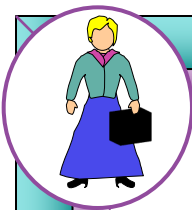
Teaching

Create great course designs.

Pace yourself.



v0001b067 fotosearch.com



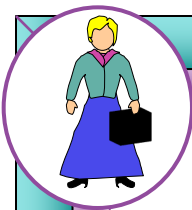
Create Great Course Designs

Ask the Big Questions.

Think learning activities not lecture.

Structure yourself with a great syllabus.

Develop assessment methods that are meaningful but not labor intensive.



Pace Yourself

Pace your assignments.

Connect with your students yet set limits as well.

Use breaks well. Start small, build momentum.

Use the I/I class preparation formula.

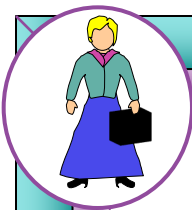
Assess the learning and teaching.

Collect, analyze, & report data (SoTL).



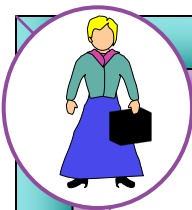
Class prep in one hour or less

- 1. Mindmap all you know about the class topic.**
- 2. Ask yourself the Big Questions.**
- 3. Write class goals (objectives) related to Big Questions.**
- 4. Turn into a class outline of topics to be covered.**
- 5. Decide on learning activities.**
- 6. Design assessment tools.**

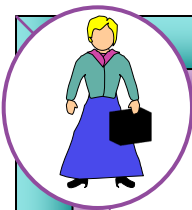


Grading in your spare time

- 1. Purpose of grading:**
 - 1. Find out what learning has taken place.**
 - 2. Meet college requirements.**
- 2. Ask yourself the Big Questions: what do I want the students to learn and how can I meet my job requirements?**
- 3. Coordinate the course goals to methods that will measure them.**
- 4. Use class time for pedagogically sound assessment methods.**
- 5. Design assessment tools that minimize your time.**
- 6. Use and communicate rubrics.**



Writing/ Researching



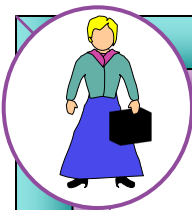
Writing

Develop a long-term vision.



Break it into small steps.





Writing

Write regularly.

Set up CARS for writing sessions.

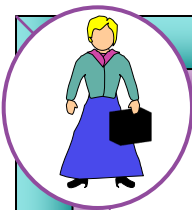
Write quickly; revise slowly.

Satisfice.

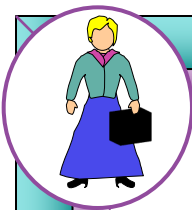
Develop accountability with yourself and others.

Get help and support.

Think programmatically.

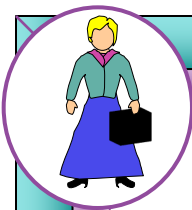


Serving



It's not enough to be busy, so are the ants. The question is, what are we busy about?

Thoreau



Serving

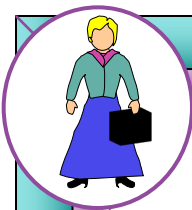
Discernment.



Connection.



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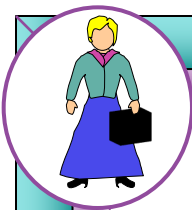


You can't do it all.



So what can you do?

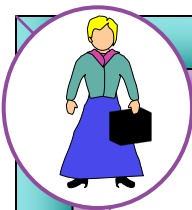
**What can you do
well?**



~~I have to.~~

I chose to.

**I commit to _____
instead of _____.**



Serving

Tie to Pyramid.

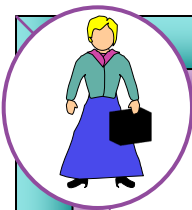
Have an agenda.

Connect with others by using social intelligence.

Have an escape strategy.

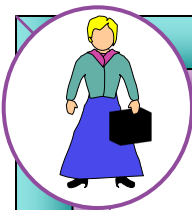
Set time limits.

Develop successors.



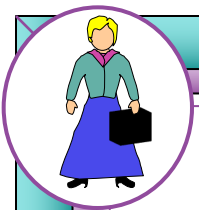
How to decide to take on new opportunities:

1. Does it fit my **long term** goals?
2. What **resources** are needed?
3. What is the **opportunity cost** – the loss/gain of this and other opportunities?
4. Is this the **right time** in terms of my vision?
5. How do I get the time to do this project: **get rid** of other tasks or **say “No”** to other opportunities?



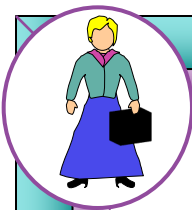
**Increase your
“No”s**

**Strengthen your
“Yes”s.**



Say “No” without feeling guilty

1. The invitation
2. The discernment
3. The action plan
4. The encounter



Connect with like-minded colleagues for mutual

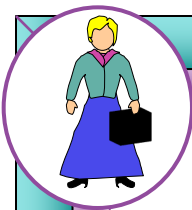
support

1. Networking

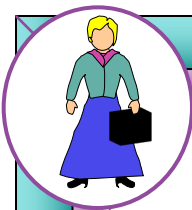


2. Clarity



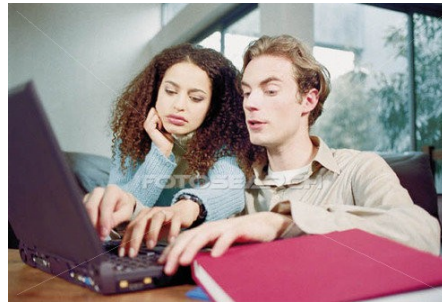


Home Life



Home Life

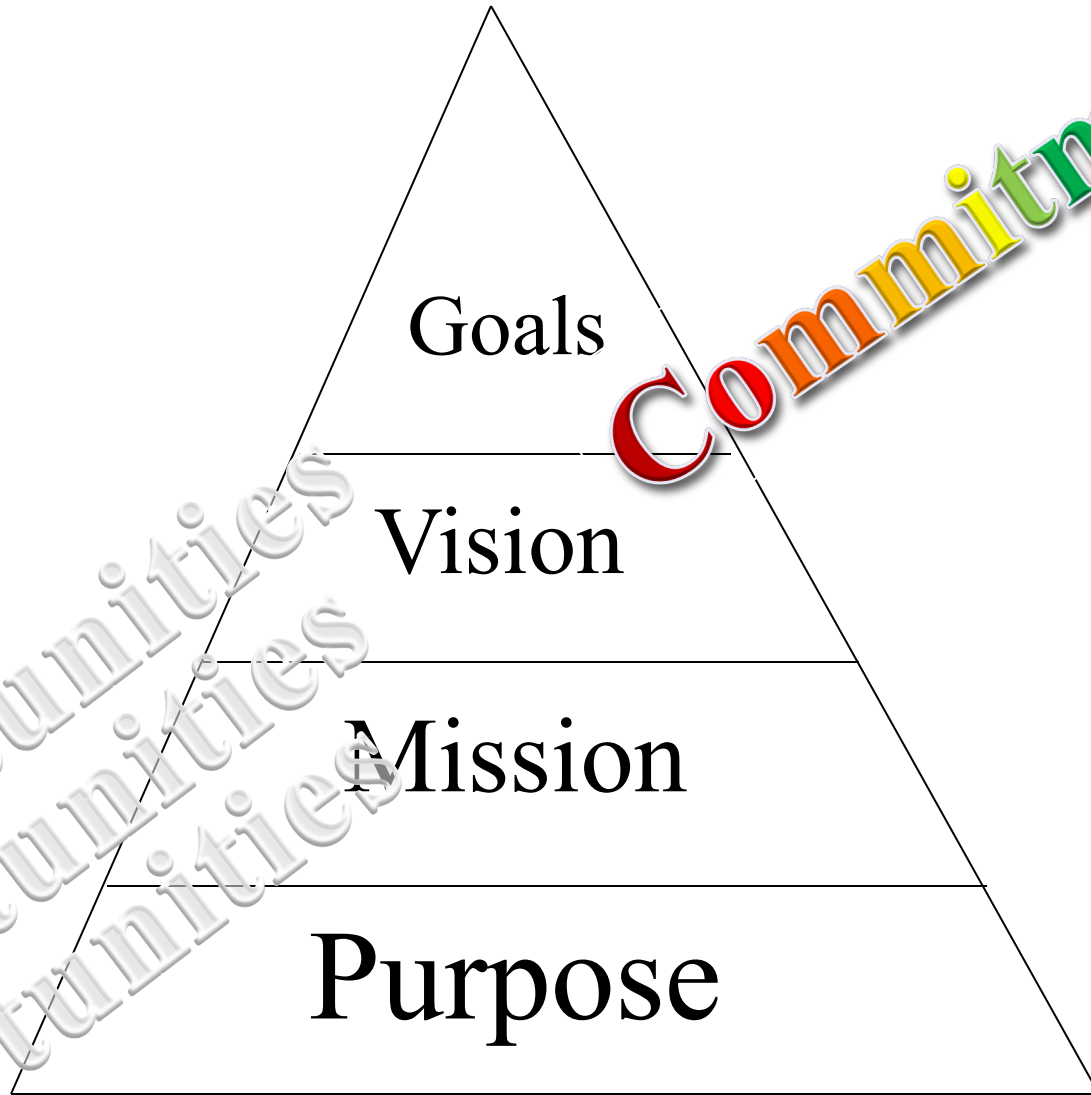
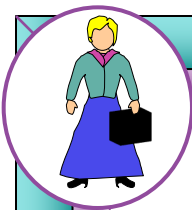
Design a life management system for home.



is120-012 fotosearch.com

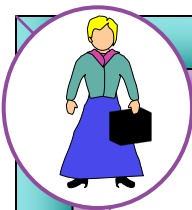
Think: human sustainability





Commitments

Pyramid of Power

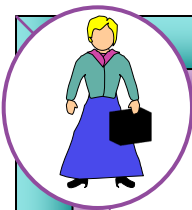


Sustainability

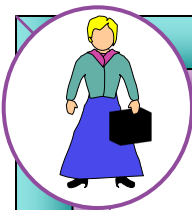
Wellness

Well-being

Wisdom



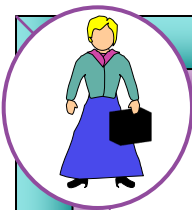
Bonus



Backwards Planning

Goals	Quarter way mark	Half way mark	Three Quarter way	Final outcome
Goal I				

Barbara Sher



Tracking System

Projects/ Goals	Mar 19	Mar 26	Apr 2	Apr 9	Apr 16
Project 1					
Project 2					
Project 3					



Powerful To-do Lists (4x3

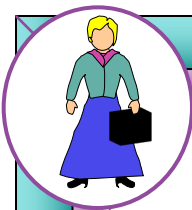
VAST)

- 1. Vision:** Three things that move my goals forward.
- 2. Avert:** Three things I better do or else... trouble.
- 3. Self:** Three things I will do to take care of myself.
- 4. Tomorrow:** Three things from tomorrow's list I will start on if there is time and I finished 1-3.



Ideal Life Reminders

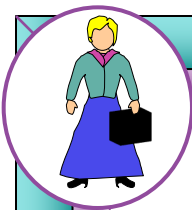
1. Review and revise your **Pyramid** every 6 months.
2. Collect and park goals, dreams and to-do's in your **Dream Book**.
3. **Track** the subgoals (to-do's) of your projects in one place 1-2 times/week.
4. Be **accountable** to someone other than yourself.
5. Stay focused through intentional attention.



Those who can, do.

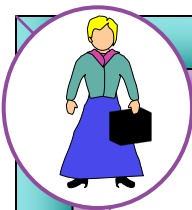
Those who do good are teachers.

Those who live well while doing good
are Peak Performing Professors.



How to Manage Productivity

- Set reasonable standards for improvement and excellence.
- Find appropriate role models.
- Get support, mentoring, feedback.
- Raise standards and systematize.
- Pulse and pause.
- Enjoy the process.



Interruptions & Distractions

Every 10 minutes

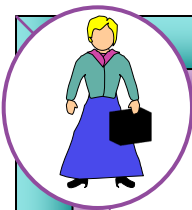
56% from outside (interruptions)

44% inside (distractions)

Takes average of 23 minutes to get
back on track

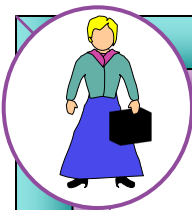
Email

Visitors



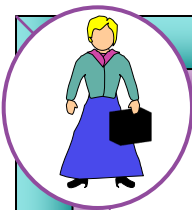
Using Email to Advance Your Vision

- 1. Favorite contact: email, cell or office phone,**
- 2. Send fewer emails, receive fewer.**
- 3. Stop needless replying and carbon copying.**
- 4. Limit email time by limiting checking. Set #.**



Using Email to Advance Your Vision

- 6. Use filters.**
- 7. Decide on group filters.**
- 8. Label content in subject line.**
- 9. Establish electronic office hours.**
- 10. Save only what you need for legal reasons.**



Focused 15 (or X)

Pick a task from the VAST list.

Divide it into 15 minute segments.

Fit them in around other activities.

Do only one 15 minute segment at a time.

Follow the completion of that task by rest or reward.

Repeat.