Time for Research

Hugh Kearns
Ben Bulben, County Sligo, Ireland
Nice to meet you!

Name

Role

What you’d like to hear about time?
Overcommitment
Overcommitment

• Overloaded?
  – Balls and tube

• Overcommitment

• How many balls in your tube?
Time management – saying no

▲ Learn how not to say YES

▲ Buy yourself time to think

▲ Give people alternatives

▲ Delegation
Saying NO

• Situation:
  A colleague has asked you to consider taking on an additional project which could be important for the department. She’s expecting that you will say yes.

• Feelings:
  As you knock on her door about to say NO how do you feel.
Saying NO

Situation:  Saying NO

Feelings:  Nervous, guilty, anxious

ANTs

Automatic Negative Thoughts
<table>
<thead>
<tr>
<th>Situation:</th>
<th>Saying NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feelings:</td>
<td>Nervous, guilty, anxious</td>
</tr>
</tbody>
</table>

**ANTS**  
Automatic Negative Thoughts

- She’ll be very disappointed
- She’ll be upset with me
- I should be doing it
- She’ll think I’m not committed
- I’ll miss out on more chances
<table>
<thead>
<tr>
<th>Situation:</th>
<th>Saying NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feelings:</td>
<td>Nervous, guilty, anxious</td>
</tr>
</tbody>
</table>

**ANTs**

<table>
<thead>
<tr>
<th>Automatic Negative Thoughts</th>
<th>AND SO</th>
</tr>
</thead>
<tbody>
<tr>
<td>She’ll be very disappointed</td>
<td>She’ll make me feel bad and guilty I’ll feel terrible</td>
</tr>
<tr>
<td>She’ll be upset with me</td>
<td>She might take it out on me</td>
</tr>
<tr>
<td>I should be doing it</td>
<td>Maybe I’m not committed enough</td>
</tr>
<tr>
<td>She’ll think I’m not committed</td>
<td>She might tell others It’ll affect my career</td>
</tr>
<tr>
<td>I’ll miss out on more chances</td>
<td>I’ll be stuck in this job forever I’ll never get a promotion I’ll be falling behind Maybe I’m not up to it Maybe I’m not cut out for this type of work I knew it – I’m a failure!</td>
</tr>
<tr>
<td>Situation:</td>
<td>Saying NO</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Feelings:</td>
<td>Nervous, guilty, anxious</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ANTS</th>
<th>AND SO</th>
<th>MATHs</th>
</tr>
</thead>
</table>
| **ANTS**  
Automatic Negative Thoughts | **AND SO**  
She’ll be very disappointed  
She’ll make me feel bad and guilty  
I’ll feel terrible | **MATHs**  
More Accurate Thoughts  
She might be but I’m not being unreasonable  
She hasn’t in the past.  
Unlikely. |
| She’ll be upset with me  
She might take it out on me | I should be doing it  
Maybe I’m not committed enough | I do good work.  
I am committed. I just can’t do this one thing. |
| She’ll think I’m not committed  
She might tell others  
It’ll affect my career | She’ll miss out on more chances  
I’ll be stuck in this job forever  
I’ll never get a promotion  
I’ll be falling behind  
Maybe I’m not up to it  
Maybe I’m not cut out for this type of work  
I knew it – I’m a failure! | Overall I’ve got a good track record.  
People forget and move on  
It’s not a race  
She told me before I was doing well  
Ditto  
Not really! |
Time Management

- Big rocks and little rocks
- Putting first things first
- What are your big rocks?
Prioritisation

- Prioritisation
- The Pareto Principle – 80/20 rule
Prioritisation

• Prioritisation
• The Pareto Principle – 80/20 rule
Prioritisation

• Prioritisation
• The Vital Few and the Trivial Many
• Which are your Vital Few
Perfectionism
Perfectionism

20% → 80%

ithinkwell.com.au
Selective Perfectionism

Some things 100%

Some things 80%

Some things 50%
Paperwork

• Paperwork and emails
  – Set aside specific times
  – Velcro fingers
  – The 3 D’s
    • Do it
    • Diarise
    • Ditch it
Distraction
Distractions

• Specific strategies
  – Consultation times
  – Dedicated research time
  – Answering machines
  – Do not disturb and doors
Procrastination
Over-commitment
Procrastination

▲ Think of something you are putting off

▲ Two problems
  – It doesn’t get done
  – The black cloud
Procrastination

How motivation happens

- Set a specific time
- Break into smaller pieces
- Build in a reward

AFTER

Motivation

Action
Procrastination

▲ That thing you were putting off

▲ How could you start

▲ Tell the people around you
Work/Life Balance – Boundaries

- When are you off duty?
- Time to regenerate
Control the Controllables

Can’t Control

Can Influence

Can Control

What you do

How you react

Your hours

Relationships

Government policy

University hierarchy

Other people

What other people do
What are your Controllables?

- What can you do (or not do!) that could help you manage your time
- For example:
  - Set priorities/big rocks
  - Saying no
  - Not checking emails