

Dear all

Hope you have a great midterm week. Here is the MoM from the 4th workshop 'Time Management':

Handout that was given

1. Time management tips for busy TAs (Adapted from The Dynamics of Time & Stress: Time Proven Tips for the Busy Education Administrator)
2. The 15 Leading Time Wasters (based on experience of managers from U.S. News and World Report, December 3rd, 1973)

Discussion agendas:

1. We first listed our TA tasks that we did each week and put the number of hours that we spent in each task. Then, we discussed how we can improve our working habit to make it more efficient.
2. Here are some of the conclusions that we have from the discussion:
 - Planning large time interval for concentration on one task is a successful time management.
 - Streamline work process e.g. setting up office hour directly after review session.
 - Spare some time for unexpected things
 - Talk to your professor if you feel that you need more assistance.
3. Then, we discussed some case studies that are related to time management problems. Here are samples of the case studies:
 - It's almost midnight and you're very tired from your research and really want to go home. However, one student comes in and tells you that he/she really needs your help with a number of homework problems due tomorrow morning. What do you do?
 - The professor asks you to decide the lab demo which will be presented to the student by the beginning of the class. You have very little experience in that lab before and spent a lot of time trying to make it work. You feel that you spent more than 20 hours/week to do this job and you have to do your research work as well. What do you do?

From the discussion, we don't have specific conclusions for each case but come up with general ideas e.g. how to say no, or how to deal with students or professors.

If you have any questions about this workshop or would like to have a handout, feel free to contact me by email or in person.

I hope to see you all during the next workshop (Nov 18th). This time I don't have any idea about the food yet so feel free to let me know what kind of food you would like to have ;).