

LIFE BALANCE IN AN ACADEMIC RESEARCH ENVIRONMENT

CRA-W 2017

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OR

I GOT A JOB IN HIGHER ED!!!.....

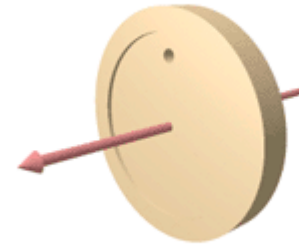


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Transition Tops

1. Teaching
2. Research/Professional Development
3. Service
4. Life



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SPINNING TOP # 1 TEACHING

Teaching

- Lectures
- Homework/Quizzes/Exams
- Grading
- Questions
- Other and Unexpected



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SPINNING TOP # 2 RESEARCH

Research

- Read to stay current
- Experiment/Develop
- Write it up
- Conferences
- Find Funding
- Other



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SPINNING TOP # 3 SERVICE

Service

- Advising
- Committees
- Prospective Students
- Relationships with Employers of your Students
- Coach Students for Job Interviews
- Other Service



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SPINNING TOP # 4 LIFE

Life!

- Partner
- Children
- Parents/Family
- Vacations
- Volunteerism
- Managing a Household
- SLEEP!
- Other things



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HOW CAN I DO ALL THIS????

First Steps to a More Balanced Life....BREATHE

Clarify Expectations

- Contract – what does it say?
- Check in about Review criteria
 - Example: Teaching 60%?, Research 30%?, Service 20%? (oops that's more than 100%!)
- Research Sponsorship
 - Sponsors = Reduced Teaching Load?
- Office Hours
 - How many are required?
 - How best to be in touch with students?



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Establish Boundaries

Practice saying:

- “I have to say no to this unless I can give up...”
- “I would like to help but my schedule is full right now. Could I help out next month or next semester?”
- “Tom is better suited for this task. Let me see if he would do this if I took one of his tasks.”
- “If you can’t make my office hours, then check my calendar and schedule an appointment.”



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Lists and Planners

Practice saying:

- Get all appointments and meetings on a schedule.
 - Electronic calendar that is shared with students
 - Students make appointments outside office hours!
- To-do Lists
 - Mark off when done.
 - Feeling of accomplishment
 - Break down projects/tasks into smaller tasks that CAN be accomplished.
 - Set start and due dates.



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Prioritize Tasks

- Not all tasks are equal – High and Low Priority
- Work on High Priority when you are alert and can focus.
- Low Priority tasks can wait.
- Ask questions about tasks! Ask for a due date if none is specified. Or offer a due date if none is specified.

Remember!!!!

Most people will be more accepting of a delay if YOU TELL THEM ahead of time and give an estimated time to completion.



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Research

- Establish a time every day/week that is focused on research.
- Close your door if in your office.
- Create a space if at home. When you are in this space...it's work!
- Try to work at least 1 hour a day. This is the most effective way to accomplish work.



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Personal Control – What do you do?

- Walk/Jog?
- Swim?
- Bike?
- Yoga?
- Piano?

Then build that in to your day too.



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What Supports Can You / Have You Established?

- At work?
 - Other newbies?
 - Mentor?
 - Find a Champion
- Outside of work?
 - Partner?
 - Friends?
 - Mentor/Champion?
 - Family?



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Keep a Perspective

- Laugh / Smile/ Positive Thinking
- Are you trying your best?
- No one is perfect.
- We all mess up.
- Are you having a good time?
- You can't save them all.



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