

# Having a Career and a Life

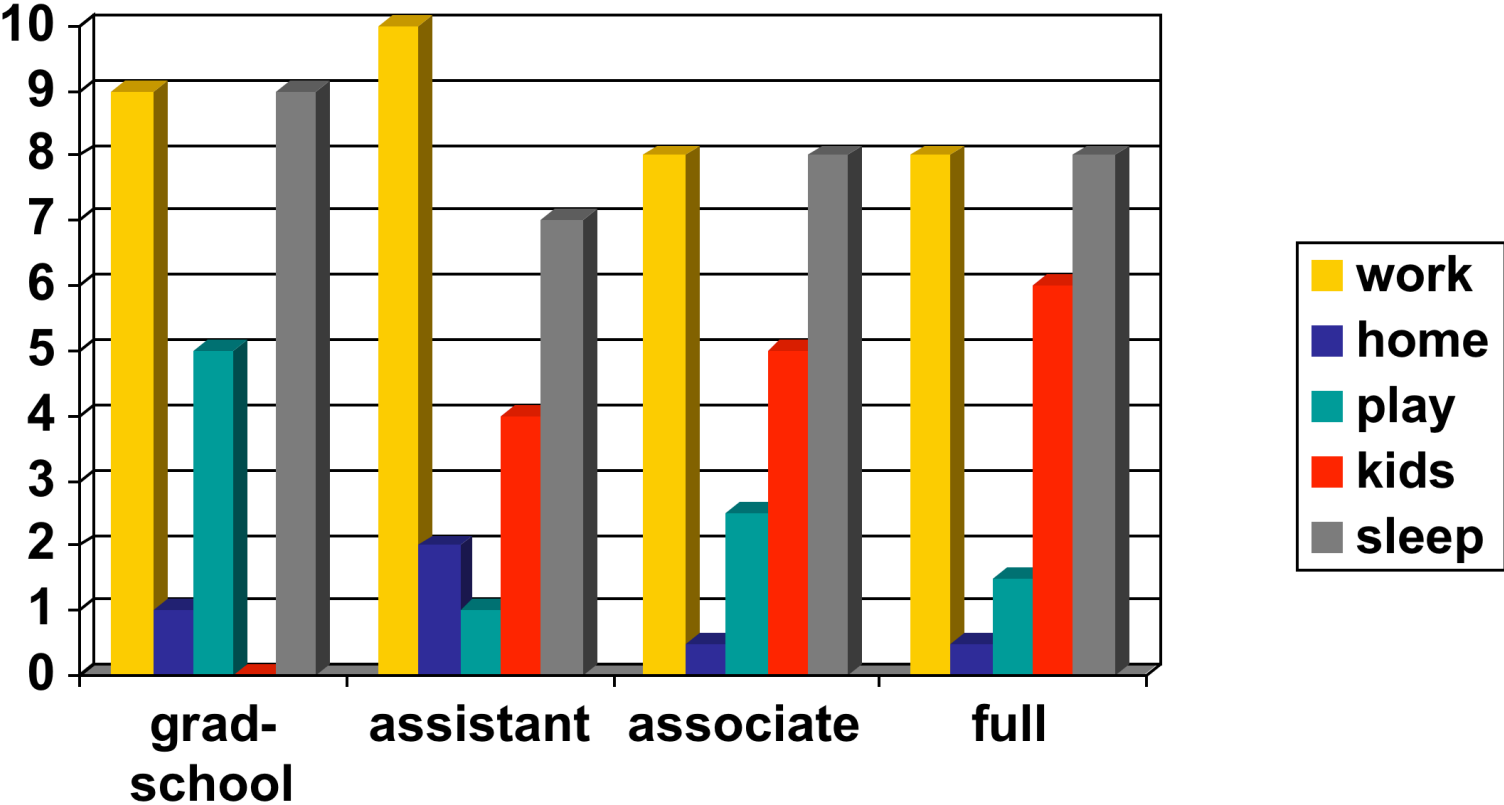
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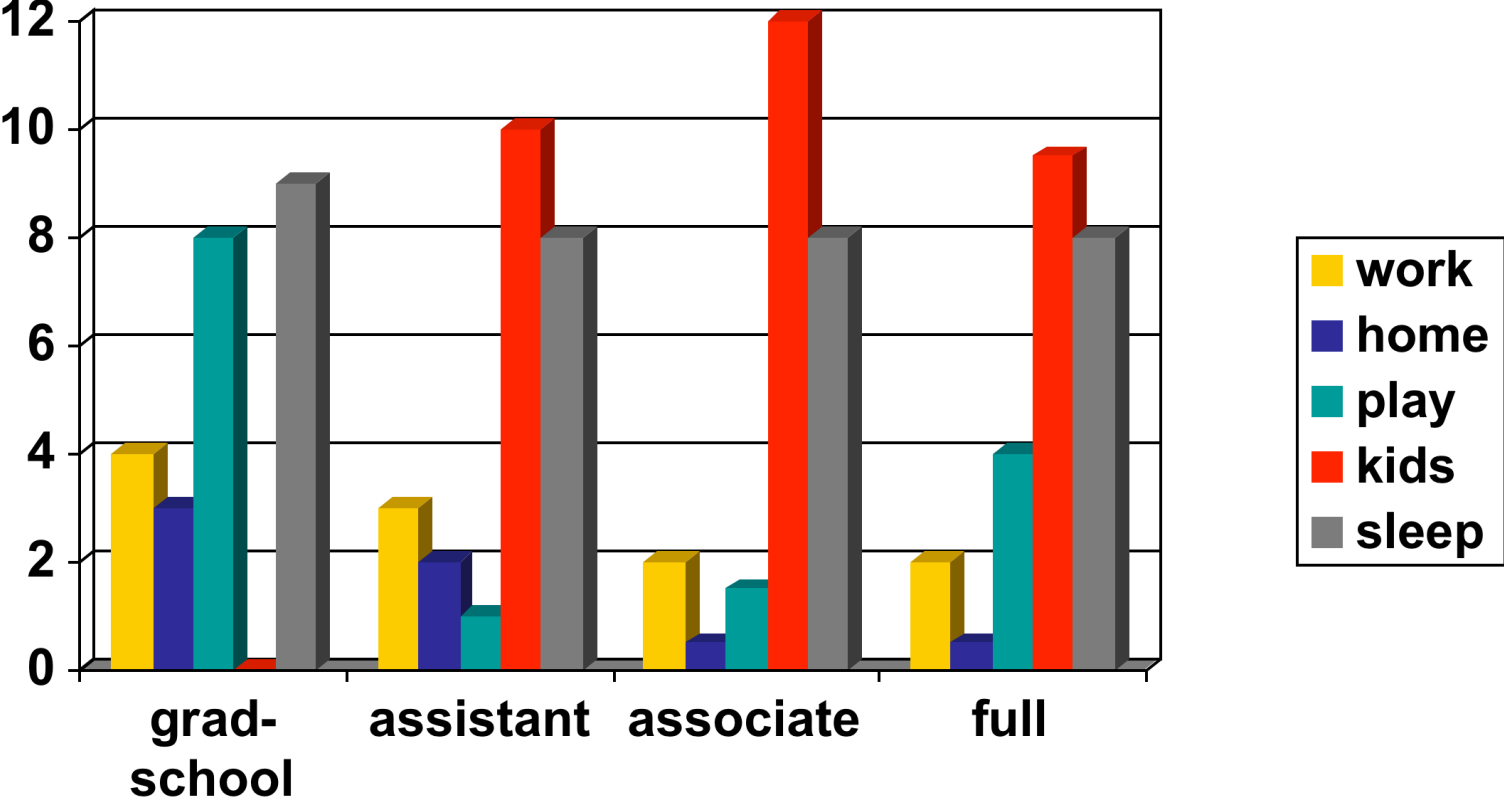
# Some History

- BA in Mathematics, McGill University.....June 1985
- Various dead-end programming jobs.....1985-1988
- Started graduate school, UMASS.....Fall 1988
- **Marriage**.....**Dec 1990**
- Ph.D. awarded.....Aug 1994
- **Benjamin born**.....**Sept 1994**
- Started as assistant professor, Purdue.....Nov 1994
- **Matthew born**.....**Feb 1998**
- Tenure awarded.....Spring 2000
- **Divorce**.....**June 2000**
- Moved to Tufts as a full professor.....Aug 2004
- Chair.....Aug 2010
- **Marriage to George (and son Chris)**.....**July 2014**
- Moved to Northeastern to be Dean..... .Aug 2014

# How did/do I spend my time? (weekdays)



# How did/do I spend my time? (weekends)



# Time Management is Key

- Short meetings, with clearly defined end points (e.g., schedule meetings back to back)
- Work at home (or with door closed for part of the day)
- No meetings in the morning
- Don't see all graduate students in one day
- Social lunches are rare
- Avoid chatting in the hallway
- Make decisions quickly
- Make a priority list and follow it
- Read an email once, respond and file
- **Saying “NO”** – always answer: “Let me think about whether I have the time to do that at a quality I would be proud of.”

C. E. Brodley

# Graduate students....a large time sink if not careful

- Alternative advising models
  - Meet weekly
  - Drop by hours
  - Don't meet unless they have results
- Managing out graduate students that are not working out – best few hours you will ever spend
- Teaching students to write....

# How your students can help:

- TA
  - Provide rough drafts of all assignments/exams
  - Grade all assignments, help you grade exams
  - Be the first person students contact (you should consider having bad drop-by-chat office hours...)
- RA
  - Maintain web pages
  - Do all programming/experiments
  - Write first draft of papers (with lots of help)
  - Mentor younger graduate students

# Documentation/Organization

- At work:
  - Schedule (put in personal appointments)
  - Keep good records (folder for tenure, etc)
  - Spend time thinking about how to organize email
- At home:
  - Appointment calendar
  - Prioritize activities with kids/family
  - Have kids put important papers in ONE place
  - Only go to the store once a week for all items....



# Things that mess up schedules and make free time evaporate

- Sick kids/sick nanny/being sick myself
- Snow days
- Work that comes out of nowhere (not saying no when you should say no)
- Travel

# What helped the most when the kids were little?

- Hired help at Purdue (\$10/hour) to:
  - Make dinner
  - Buy groceries
  - Babysit when kids are sick, or there is a snow day
  - Run errands (dry-cleaner, post-office, school supplies, take car in for servicing)
  - Look after kids from 3-5 and take kids to swim lessons, piano lessons, soccer practice
  - Waiting for repair people/house renovations
  - Do laundry, pick up house

# What helped when the kids were older (or no kids)

- Meals: personal chef (\$15/hour) meal plans, shops, does dishes
- Groceries: online service, and teenagers' chore
- Cleaning: service (\$100/week) cleans, changes sheets, irons, etc.
- Laundry: service (\$1.00/pound) picks up and delivers
- Driving kids: college students (\$15/hour)

# My priority list

- 1) My family and my health (including mental health)
  - Exercise
  - Time with my family (when they were young this meant being home by 5, volunteering at school, attending their activities, not being too tired to help with homework/playing)
  - Time to relax every day
- 2) My work and my extended family
- 3) My hobbies
- 4) Household organization.....