

Time Management Resources

December, 2015

Topic	Resources
Basic time management	<p>NCFDD.org – Core curriculum</p> <ul style="list-style-type: none"> • Every semester needs a plan – 1.5 hours • Align your time with your priorities – 1.1 hours • Master academic time management – 1.3 hours <p>NCFDD.org – Webinar Calendar</p> <ul style="list-style-type: none"> • 5 secrets to a super productive semester - 1 hour
Becoming a more productive writer	<p>NCFDD.org – Core curriculum</p> <ul style="list-style-type: none"> • How to develop a daily writing practice – 1.3 hours • Moving from resistance to writing – 1.3 hours <p>NCFDD.org – Writing challenge options</p> <ul style="list-style-type: none"> • 14 Day Writing Challenge – get into the habit of writing every day for 30 minutes. (Next challenge is April 10-23, 2017). • Forum – Writing challenges also occur monthly; go into Forums to see the current month’s writing challenge prompt and discussion forum. <p>NCFDD.org – Webinar Calendar</p> <ul style="list-style-type: none"> • Writing through writer’s block: Turning research obstacles into insight – February 2 webinar • How to work with academic editors – March 22 webinar • Writing science: How to write papers that get cited and proposals that get funded – April 12 webinar • Embracing rejection: De-stigmatizing submissions and purifying your writing process – May 30 webinar <p>NCFDD.org – Multi-week courses: Multiple webinar series (generally 3-4 webinars/series)</p> <ul style="list-style-type: none"> • How to win an NIH grant • How to craft and submit a winning book proposal in 4 weeks • Everything you need to know about grant writing • Developing the resilient writing spirit: How to overcome shame and imposter feelings • How to seek (and get!) foundation funding • Scholarly journal writing: An editor’s perspective • How to write grants and win fellowships for academics in the humanities • How to write a grant proposal: STEM & SBES

<p>Managing stress</p>	<p>NCFDD.org – Core curriculum</p> <ul style="list-style-type: none"> • The art of saying “no” – 1.25 hours • Overcoming academic perfectionism – 1.5 hours • Strategies for dealing with stress and rejection – 1.5 hours <p>NCFDD.org – Multi-week courses: Multiple webinar series</p> <ul style="list-style-type: none"> • Teaching in no time: How to prepare for a stress-free semester – 3 webinar series <p>Articles</p> <ul style="list-style-type: none"> • 11 Easy (and unexpected) ways to reduce stress. Selig M. Psychology Today, February 19, 2016. • Are you saying no to what matters (without realizing it)? Biali S. Psychology Today, December 13, 2016. • How to let it go. Matthews A. Psychology Today, May 2, 2016 • How to silence the inner critic. Drehner D. Psychology Today, March 4, 2016. • How to say no at work. Forbes.com • 21 Ways to “Give good no”. Carter C. Greatergood.berkeley.edu, November 13, 2014 • Six Things You Don’t Owe Your Boss. Bradberry T. Forbes.com, February 2, 2016
<p>Work Life Balance</p>	<p>NCFDD.org – Webinar Calendar</p> <ul style="list-style-type: none"> • “Being lazy and slowing down:” The role of self-care in productivity – 3 webinar series <p>NCFDD.org – Multi-week courses: Multiple webinar series</p> <ul style="list-style-type: none"> • How to balance parenting and productivity: A realistic approach for faculty with young children – Starts in January <p>Articles</p> <ul style="list-style-type: none"> • Six tips for better work-life balance. Lee DJ. October 20, 2014. Forbes.com • One habit that guarantees you a more balanced life. Vanderkam L. Humanengineers.com. June 23, 2016 • Manage your work, manage your life. Groysberg B, Abrahams R. Harvard Business Review, March 2014.

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