

CAREER MANAGEMENT

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Agenda

- Ryan Hamilton
 - Developing the set of research skills you need to get published and survive
- Mike Hanssens
 - Collaborating effectively on research projects
- Debbie Roedder John
 - Balancing research, teaching, service, & personal life
- Lisa Scheer
 - Making a good impression at conferences, AMA interviews, and beyond

Balancing Research, Teaching, & Service, and Personal Life

#1: Know What's Valued

- Understand Promotion & Tenure Requirements
 - What is expected for research?
 - What is expected for teaching?
 - What is expected for service?
- Understand Acceptable Trade-offs
 - Are there deal breakers?
 - Research: Quantity and Journals
 - Teaching: Classroom performance/teaching ratings

#2: Know What You Value

- Work vs. Personal Life Balance
 - Is there such a thing?
 - You deserve a life, not just a career
- Figure Out How to Make it Work
 - Role models
 - The right environment
 - The right self expectations
 - Some tips

#3: Figure Out Your ABCs

- **A = Most Productive Time of the Day**
 - Creative stuff: writing papers, research designs,
- **B = Productive Time of Day**
 - Processing: reading papers, reviewing, looking at data and results, teaching prep
- **C = Least Productive Time of Day**
 - Correspondence: email, class administrative stuff, office hours, meetings

#4: Buy Time, Less Things

- Time is the Real Luxury!
- How can you buy Time?
 - House cleaning
 - Laundry
 - Lawn care
 - Prepared foods
 - Quality childcare

#5: Use Job Flexibility to Juggle

- **Time Shifting**
 - Teach classes on evenings, weekends, condensed classes
 - Take a day off during the week to be with children-work all day Saturday to make up time
- **Double Duty**
 - Take kid to sports practice and carry a paper you need to review
 - Make notes about a research project while attending a boring meeting or presentation
 - Grade papers while watching football on Sundays

#6: Learn How to Say “No”

- Sometimes, you need to say “no”
 - At some point, you won’t be able to say “yes” to everything
 - Teaching a new prep, going to student get-togethers, advising students, being on school committees, volunteering at your child’s school, and a ton of other stuff!
- Say “no” and make others feel OK about it
 - “Normally, I would be happy to do this, but I’ve got a heavy teaching schedule this term....let me know if I can help out next semester”
 - “I can’t make it this time, but I’d be happy to volunteer for the next one”

#7: Learn How to Say “Yes”

- Need to contribute to teaching and service asks
 - You need to be a “good colleague”
 - You will have to do things you don’t really want to do
- Say “yes” and make others feel OK about it
 - “Well, I guess I could do it.”
 - “Yeah, OK, I can do it”
OR
 - “Sure, I can help out. When do you need me?”
 - “Yes, I can help with that. My only constraint is that I have to leave to by 5:30.”

#8, #9, #10: Nobody's Perfect

- It takes a while
 - Need to figure out what works for you
 - Ask your colleagues for ideas or help
- It doesn't always work
 - All jugglers drop a ball now and then