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### Time Management for Department Chairs

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WORKSHOP PROPOSAL :  
36<sup>th</sup> Annual Academic Chairpersons Conference

## Time Management for Department Chairs

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### Workshop Summary

#### Abstract (for publication in the conference program)

In this workshop we discuss time management specifically from the perspective of an academic department chair. Topics covered include management of workflow, prioritizing projects and tasks, delegating effectively, reducing timewasters and using data-centered tools for budgeting and managing time. Participants will have the opportunity to engage in small group discussions using case studies developed based on real-world experiences.

#### Background

I previously have presented workshops on time management in 2007, 2009, 2012, 2013 and 2018 to the Academic Chairpersons Conference (ACC). All of these workshops were very well attended and the feedback from the participants were overwhelmingly positive. I have been encouraged to offer the workshop again as a condensed version of the parallel plenary offered in 2018. In times where academic departments around the world are experiencing budget cuts and increased demands for effectiveness and accountability, the subject of time management continues to be as timely for department chairs as ever before. An outline of the proposed workshop is as follows:

#### Session Outline:

##### Managing Workflow

- Do, Delete, Delegate or Defer?
- Prioritizing Tasks
- Urgency versus Importance

- Pay-off versus Effort required

#### Table Discussion on Time-Wasters

- What are the top time wasters?
- Who is responsible for them?
- How can they be eliminated?

#### Related Topics

- The art of delegating
- Getting organized
- Overcoming procrastination
- Stress management

#### Hands-on Tools and Recommendations

- Calendars
- Spreadsheets
- To Do Lists
- Integrated Time Management Systems
- Creating a daily routine
- Literature on Time Management