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### Managing Time and Stress during a Pandemic

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

## Managing Time and Stress during a Pandemic

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### Workshop Summary

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

In this workshop we discuss time and stress management specifically from the perspective of an academic department chair leading an academic department through a pandemic. The focus will be on practical strategies for effective use of time, not only at a personal level, but also at a department wide level, when there are limited opportunities to interact on a daily basis. In this live virtual workshop, participants will have the opportunity to engage in small group discussions via Zoom breakout rooms.

#### Background

I previously have presented workshops on time management in 2007, 2009, 2012, 2013, 2018 and 2019 to the Academic Chairpersons Conference (ACC). All of these workshops were very well attended and the feedback from the participants were overwhelmingly positive. Earlier workshops formed the basis for my 2011 book "Time Management for Department Chairs" and the workshops have evolved over the years. During a pandemic or another major crisis, academic department chairs need time management more than ever. For this reason, I have adapted my workshop to focus on tools needed for chairs, and more importantly their faculty and staff, working almost exclusively from home. The COVID 19 pandemic has not only given rise to substantial stress to faculty, students and administrators, but also resulted in financial hardships and reduction of resources available to department chairs. 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?

#### Pandemic Topics

- Delegating and leading office staff working from home
- Getting organized away from the office
- Overcoming procrastination and disruptions in a challenged environment
- Stress management and self-care

#### Hands-on Tools and Recommendations

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