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A Chairpersons Guide to Managing Time and Stress

Christian K. Hansen

Eastern Washington University, chansen@ewu.edu

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WORKSHOP PROPOSAL :
40th Annual Academic Chairpersons Conference

A Chairpersons Guide to Managing Time and Stress

Dr. Christian K. Hansen
Professor and Chair
Department of Mathematics
Eastern Washington University
Cheney, WA

Workshop Summary

Abstract (for publication in the conference program)

In this interactive workshop we discuss time and stress management specifically from the perspective of a department chairperson responsible for leading an academic department through numerous internal and external challenges. 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.

Background

As a practicing department chair and former associate dean for over 20 years, I have shared my experience in managing time and stress and presented numerous workshops on both at the Academic Chairpersons Conference (ACC) and at various institutions as an independent consultant. All of these workshops have been very well attended and the feedback from the participants 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 needed time management more than ever, and I delivered many workshop in a virtual format. 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?

Leadership and Management 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