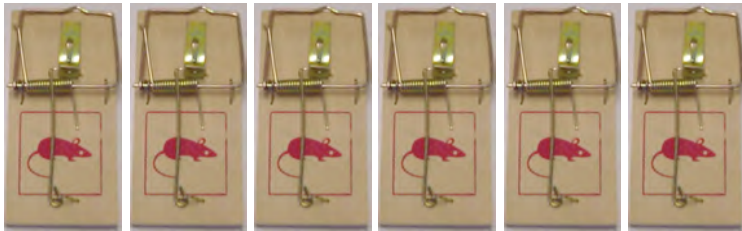




## Time management - avoiding procrastination

Do as I say not as I did !

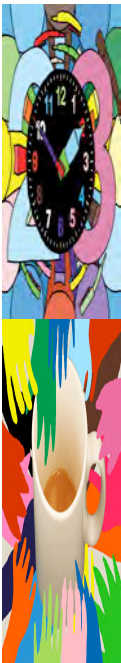
Beware of time traps



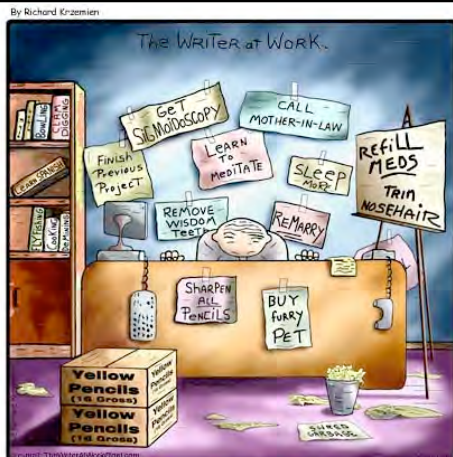
## Time management - avoiding procrastination

Trap 1 - The need to tidy before starting to work

If I don't empty the dishwasher who will?



## Time management - avoiding procrastination



Tasks to be completed before starting



## Time management - avoiding procrastination

Trap 2 - "Excellence is the thief of good"

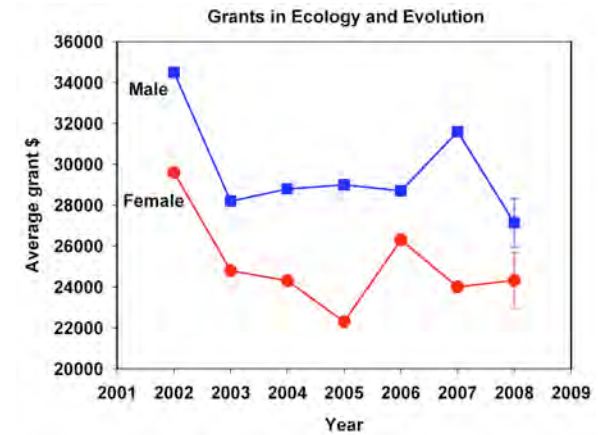
Charles Krebs

Write papers!  
Get it submitted!  
Get it revised!

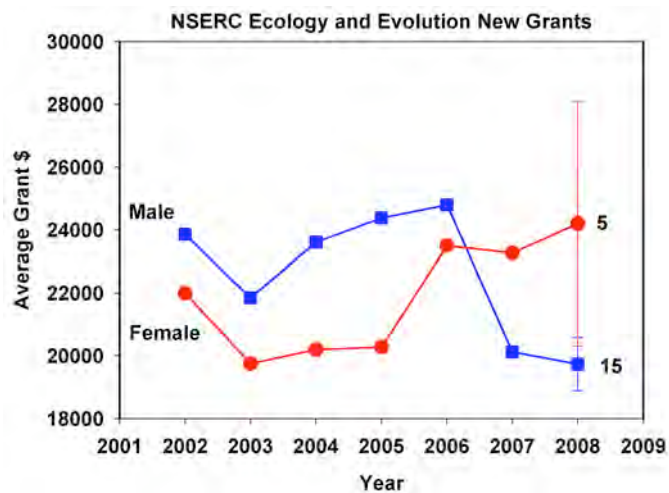
## Time management - avoiding procrastination



## Time management - avoiding procrastination



## Time management - avoiding procrastination



## Time management - avoiding procrastination

Trap 3 - Inability to say "NO!"

Compare your teaching load to your colleagues

Just because you are good isn't enough



**Time management - avoiding procrastination**

## **Trap 4 - House and children**

**Buying time**

**Nanny vs. Daycare  
Cleaning lady**



**Time management - avoiding procrastination**

## **Trap 5 - Loosing balance**

**The question of holidays**

**Ask my kids**



**Isla Myers-Smith**



**Time management - avoiding procrastination**

## **Trap 6 - Email**

**Organize time**



**Time management - avoiding procrastination**

## **Trap 7 - Administration**

**Going to meetings all the time can make you feel that you are doing something - Beware**



**Time management - avoiding procrastination**

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**Trap 8 - Availability to students and teaching**

**Can take all of your time  
Always a must do**



**Time management - avoiding procrastination**

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**Trap 9 - Putting off important things for you**

**Easy to slip behind**



**Time management - avoiding procrastination**

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**“Women do not choose the second tier in one decisive moment.”**

**Mason and Ekman 2007**

**In some ways we are always choosing and need to look forward to outcomes.**



**Time management - avoiding procrastination**

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**Do your best to accomplish your goals.**

**Seek happiness with yourself and those around you?**