

Common Creative Professional Dilemmas: How can I best manage my time?

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SESSION OUTCOMES

Explore and discuss with fellow Techne students:

- How you think and feel about your current time management approach.
- Procrastination – when is it a useful signal and when does it get in the way?
- Balancing Study/Work/Family priorities and avoiding burnout
- Share practical time management tips, techniques and suggestions

ACTIVITY : WHAT PHD STAGE HAVE YOU REACHED?

- Using the chat box, share your year of PhD study, whether you are full-time or part-time and summarise your discipline (s) in 2/3 words
- e.g. Year 3 (Full-time), Geography & Visual Art

Spelling etc doesn't matter in the chat box

ACTIVITY – POLL

- On a scale of 1 (low) - 10 (high) how **confident** are you in your ability to **manage your time well?**



Type your answer in the chat box

ACTIVITY – Sounds Familiar?

- A: I have too much to do – I do not see how I can fit it all in
- B: I know what I need to do on my research but I find it really difficult to get started
- C. When researching, I'm not as efficient as I could be
- D: I find it hard to juggle my research/family/work responsibilities, especially at the moment

7 Type the letter into the chat box if it rings true

A: Your main issue is **Overload**

- What advice would you give to this fellow student?

“I’ve just too much to do in the time I’ve got. My research deadline is looming and there just aren’t the hours in the day to do what I have to do. And I’m so tired so everything takes for ever”

Dealing with Overload

- Make it explicit and concrete – write it down
- Map it against a time scale – weekly/monthly/yearly
- Create categories & priorities
- Communicate – supervisor, peers, family & friends
- Prioritise and reprioritise until you have a human sized workload
- Build in time for breaks and rests

B: Your main issue is **Procrastination**

- “(*delay of action*) often with the sense of deferring though indecision, when early action would have been preferable,” or as “defer[ing] action, especially without good reason.” *Oxford English Dictionary*”

A common phenomenon for creative types?

- Do you think procrastination is particularly prevalent in your discipline or sector and if so why?
- Let's share!

"one of the general weaknesses, which, in spite of the instruction of moralists, and the remonstrances of reason, prevail to a greater or less degree in every mind."

Dr Samuel Johnson

Procrastination overlaps with Imposter Syndrome

- IP relates to and overlaps with 'self sabotaging' behaviours (Cowman & Ferrari 2002)
- Self sabotage = individual sabotages own performance so as to provide a 'ready-made' excuse for failure
- Common self-sabotaging 'strategies':
 - Procrastination
 - Perfectionism
 - Overcommitting
 - Sickness/crises
 - Lack of effort/avoidance

Activity

- If your procrastination is prompted by lack of confidence in your ability to perform well at the task, how can you talk yourself up?

Activity

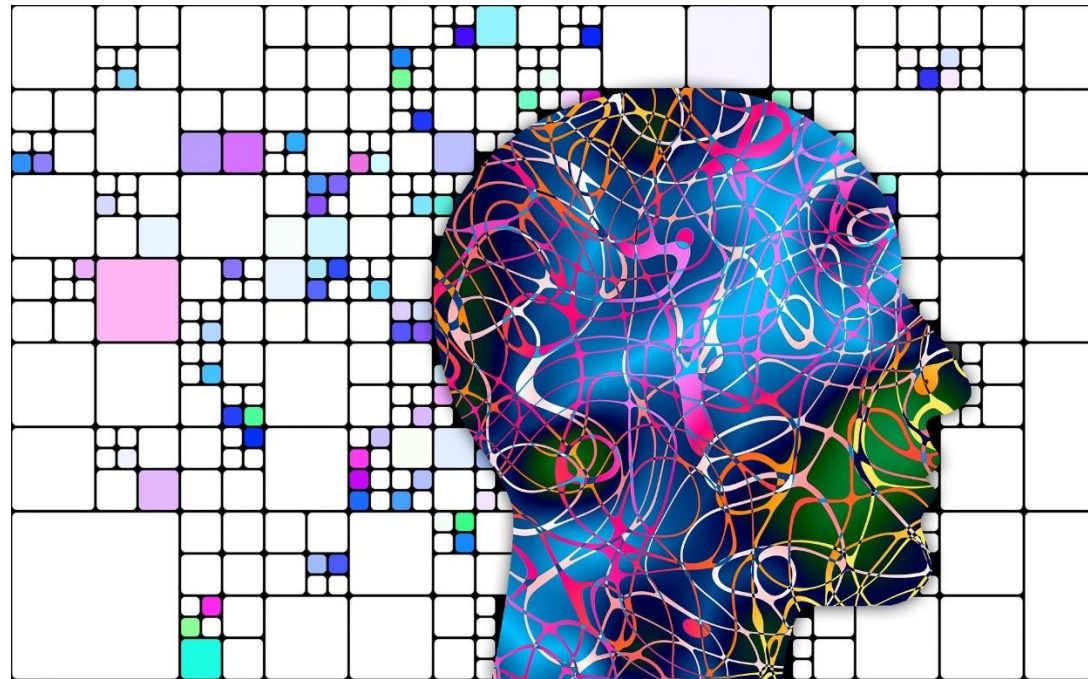
- Do you think Procrastination has ANY redeeming or positive features?
- Let's share!

C: Your main issue is **Disorganisation**

Time for new -

- Lists
- Diagrams
- Systems
- Stationery
- Project mgt time slots

What are your top tips?



D: Your main issue is **Imbalance**



ACTIVITY – TIME FOR MAXI-PRIORITISING

- What do you need for your own health & wellbeing?
 - What are the essentials for your family care?
 - What are your research priorities?
 - What do you need to discuss with your supervisor?
 - What are your income priorities?
- 17 - From Time-Pressured Researcher webinar (recording on Techne website)

IN SUMMARY

- Name your time challenge accurately:
 - overload, procrastination, disorganisation or conflicting life priorities?
- Make it explicit and have conversations
- Know your best time patterns and favourite activation tricks
- Be kind to yourself

ACTIVITY

- On a scale of 1 (low) - 10 (high) how **confident** are you **NOW** in your ability to **manage your time well**?



Type your answer in the chat box

Recorded webinars

- <http://www.techne.ac.uk/for-students/training-and-support/career-development-programme/whatever-next-webinars>
- “Balancing your professional and research identities”
- “Increasing confidence”

ACCESSING REMOTE CAREERS SUPPORT

- Book via techne.careers@careers.lon.ac.uk
- Skype/phone slots available on May 29, 6 June
- Impartial, confidential, you set the topic.
- Remote careers and wellbeing support may also be available from your home institution.

Thanks and see you soon

