Schedule Like Beethoven: Organize your workday like a genius
with Susan Brooks, Sam Mulberry and Wayne Roosa
facilitated by April Schmidt
September 22, 2014, 4:00-4:50pm, Faculty Lounge
accompanied by peanut M&M’s and dark chocolate

The Big Question
What strategies and perspectives allow us to organize our time to remain productive (and peace-filled) in both the short and long term?

Session Outline
1. Peruse the time-use maps of various geniuses throughout history
2. Consider mapping your own time use—either real or ideal—on the “Time-Use Template”
   a. What was challenging about this?
   b. What differences do you notice between your time-use map and those on the infographic? What similarities?
   c. Does this offer any clues to areas where you could manage your time differently?
3. Listen to the Panel/Q&A mp3
   a. http://tinyurl.com/Faculty-Development-Discussion
4. Conclude by identifying one strategy, approach or perspective that you’ll try this week or this semester to improve your use of time.

Resources
- Tutorial for popping email to designated days (the strategy Susan mentioned in the mp3)
  o http://lifehacker.com/5825634/how-to-add-a-snooze-button-to-gmail-no-extensions-required
- Apps for blocking internet access for set periods of time
  o Nanny for Chrome - search “Nanny for Chrome”