

iStudio

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
 - a. <http://infographwetrust.files.wordpress.com/2014/03/creative-routines-edit3.png>
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)
 - <http://lifesacker.com/5825634/how-to-add-a-snooze-button-to-gmail-no-extensions-required>
- Apps for blocking internet access for set periods of time
 - Self Control for Macs - <http://selfcontrolapp.com/>
 - Self Restraint for PCs - http://download.cnet.com/SelfRestraint/3000-2381_4-75642393.html
 - Nanny for Chrome - search “Nanny for Chrome”
- Currey, Mason. *Daily Rituals: How Artists Work*. Knopf: New York, 2013.
- Elsbach, Kimberly D., Andrew B. Hargadon. “Enhancing Creativity Through “Mindless” Work: A Framework of Workday Design.” *Organization Science*. 17.4 (2006): 470-483.
- Kreider, Tim. “The ‘Busy’ Trap.” *New York Times*. New York Times, June 30, 2012. Web. http://opinionator.blogs.nytimes.com/2012/06/30/the-busy-trap/?_php=true&_type=blogs&_php=true&_type=blogs&_r=1&
- Rosin, Hanna. “You’re Not as Busy as You Say You Are.” *Slate*. March 23, 2014. Web. http://www.slate.com/articles/double_x/doublex/2014/03/brigid_schulte_s_overwhelmed_and_our_epidemic_of_busyness.html
- Shulte, Brigid. *Overwhelmed: Work, Love and Play When No One Has the Time*. Farrar, Straus and Giroux: New York, 2014.