



Workload Management and Priorities: Putting it all Together

Dr. Sandra Hirsh, Professor and Director
January 31, 2020



Promoting Excellence in Library
and Information Science Education

SJSU | SCHOOL OF
INFORMATION

Day in the Life as the iSchool Director



Daily Roles:

- ✓ Professor
- ✓ Director
- ✓ Committees
- ✓ Book Author
- ✓ Editor
- ✓ Researcher
- ✓ Supervisor
- ✓ Colleague
- ✓ Mentor
- ✓ ALISE President

Elect

But Wait!! I'm also a...



mother, wife, sister, aunt, dog owner, bicyclist, neighbor, cousin, traveler, friend...



Sound Overwhelming?



Image: <https://me.me/i/overwhelmed-by-anemone-lost-ok-lets-break-omg-i-have-737367>

Can You Relate?

Agenda

- Managing Our Workloads
- Productivity Barriers
- Improving Productivity
- Assessing Priorities
- Self Care: Stress Versus Burnout
- Self Care: Deliberate Rest



Managing Our Workloads



Activity #1: Top 3 Professional Goals



Activity #2: Your To-Do List



Activity #3: Barriers to Productivity

- Job Satisfaction
- Physical Work Environment
- Distractions
- Management Style of Institution
- Culture of University and/or Department
- Autonomy

Duari P, Sia SK (2013) Importance of happiness at workplace. *Indian Journal of Positive Psychology* 4: 453-456.

Fassoulis, K. and Alexopoulos, N. (2015), "The workplace as a factor of job satisfaction and productivity: A case study of administrative personnel at the University of Athens", *Journal of Facilities Management*, Vol. 13 No. 4, pp. 332-349. <https://doi.org/10.1108/JFM-06-2014-0018>



Strategies for Improving Productivity



Identifying Priorities

“85% of American’s admit they **don’t know how to **prioritize** as well as they would like.”**

- Brian Tracy

Reference: <https://www.briantracy.com/blog/time-management/organizational-skills-to-do-list-prioritize-tasks/>



Activity #4: Breaking Down Goals into Prioritized Tasks

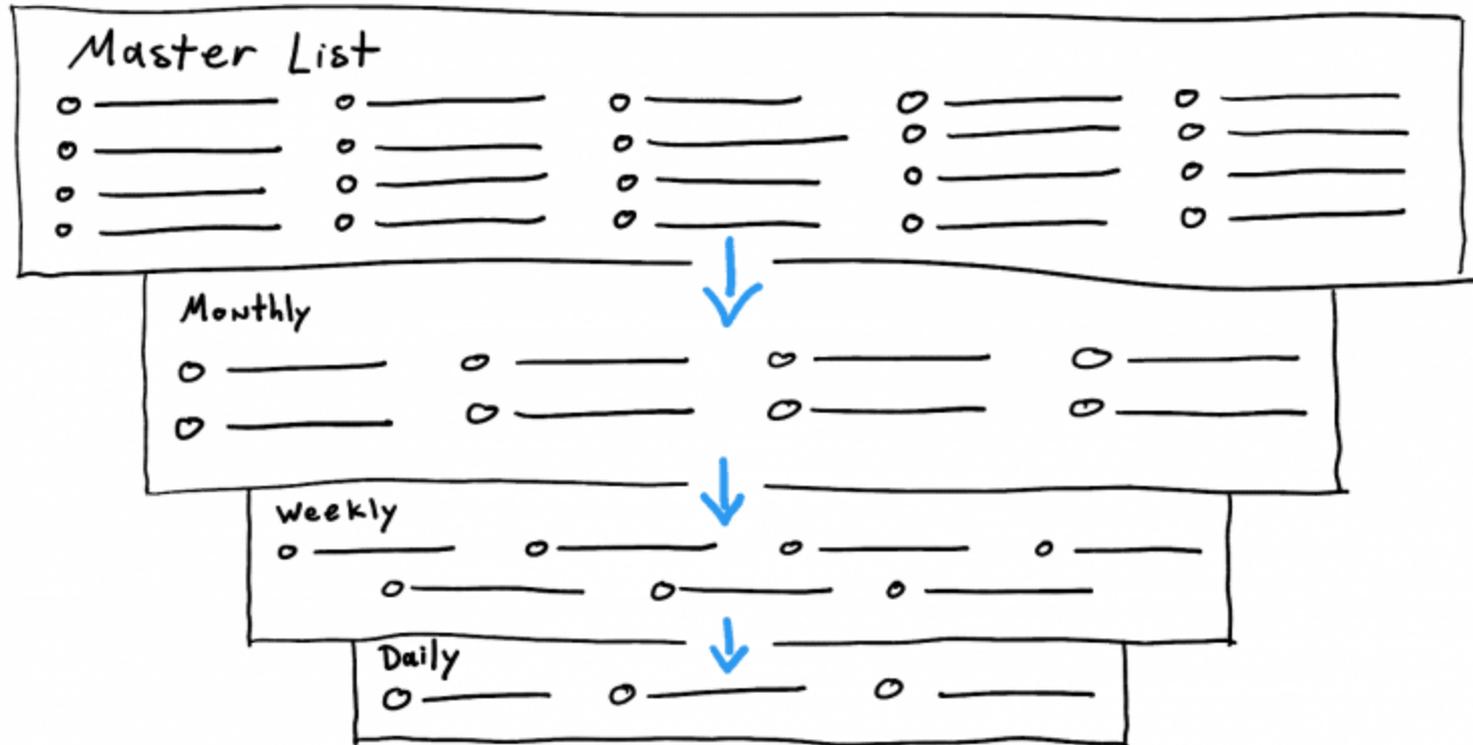


Image: <https://blog.rescuetime.com/how-to-prioritize/>



Reassessing Tasks



Activity #5: Eisenhower Matrix

	Urgent	Not Urgent
Important	DO IMMEDIATELY	SCHEDULE FOR LATER
Not Important	DELEGATE	DELETE

Eisenhower Matrix/Image: <https://www.mentalfloss.com/article/94735/7-expert-approved-ways-write-better-do-list>

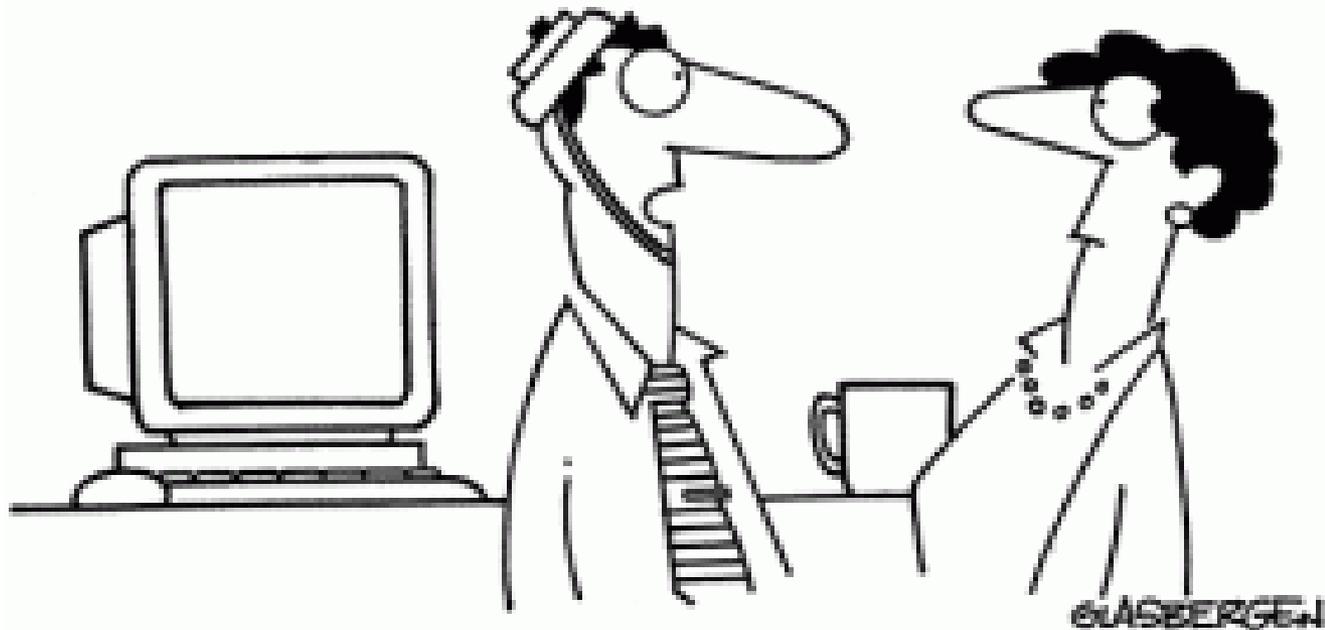


Group Share: What other strategies do you use?



Self Care: Stress Versus Burnout

© 2001 Randy Glasbergen.
www.glasbergen.com



**"It's a smoke detector. The boss thinks
I might be headed for a burnout."**

Stress

Characterized by over-engagement
Emotions are overactive
Produces urgency and hyperactivity
Loss of energy
Leads to anxiety disorders
Primary damage is physical

VS

Burnout

Characterized by disengagement
Emotions are blunted
Produces helplessness and hopelessness
Loss of motivation
Leads to depression
Primary damage is emotional

Cohut, M. (2019). "Burnout: Facing the damage of 'chronic workplace stress.'" Medical News Today.
<https://www.medicalnewstoday.com/articles/325943.php#1> Image: <https://www.gnapartners.com/wp-content/uploads/2015/10/stress.v.burnout.png>

Burnout Prevention Tips

- Start the day with a relaxing ritual
- Adopt healthy eating/exercising/sleeping habits
- Set boundaries
- Take a daily break from technology
- Nourish your creative side
- Learn how to manage stress



Self Care: Putting Deliberate Rest Into Practice



Challenges with Deliberate Rest in an “Always On” World

- Perception that work dominates our lives
- Work provides a sense of identity
- Smartphones allow immersion into work world 24x7
- Email never turns off
- Social media identities emphasize professional life over personal life

Justin the Librarian, (2019). “We are Not Our Jobs.” Available at: <https://justinthelibrarian.com/2019/12/26/we-are-not-our-jobs/>



Group Discussion: Barriers to Deliberate Rest



Strategies for Deliberate Rest

- Be untouchable
- Focus on the important yet non-urgent tasks your list
- Connect with people you've been meaning to
- Take a real break



[Image: https://pixabay.com/photos/hammock-woman-female-relax-girl-1031363/](https://pixabay.com/photos/hammock-woman-female-relax-girl-1031363/)



Final Thoughts

“We need to do a better job of putting ourselves higher on our own ‘to-do’ list.”

- **Michelle Obama**



<https://www.inc.com/jeff-haden/michelle-obama-says-1-decision-separates-people-who-achieve-success-from-those-who-only-dream.html>



Final Thoughts



Image:

https://csreports.aspeninstitute.org/images/Stephen_Gillett_Header.jpg

“Invest in your work-life balance. Time with friends and family is as important as times at work. Getting that out of balance is a path toward unhappiness.”

- Stephen Gillett



Final Thoughts

“You can have it all. You just can’t have it all at once.”

- Oprah Winfrey



Image:

https://www.biography.com/image/t_share/MTY2NTIzMDQzOTIzODk1NTM4/oprah-photo-by-vera-anderson_wireimage.jpg



Thank You



Dr. Sandy Hirsh, Professor and Director
sandy.hirsh@sjsu.edu



Facebook: facebook.com/sjsuischool

Twitter: twitter.com/sjsuischool

YouTube: youtube.com/user/sjsuslis

Pinterest: pinterest.com/sjsuischool/

Instagram: instagram.com/sjsu_ischool

Website: ischool.sjsu.edu

