Workload Management and Priorities:
Putting it all Together
Dr. Sandra Hirsh, Professor and Director
January 31, 2020
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...
Sound Overwhelming?

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

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

Image: http://www.magpress.com/blog/managing-your-workload-as-an-it-professional
Activity #1: Top 3 Professional Goals
Activity #2: Your To-Do List

Image: https://www.mentalfloss.com/article/94735/7-expert-approved-ways-write-better-do-list
Barriers to Productivity
Activity #3: Barriers to Productivity

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


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

Eisenhower Matrix/Image: [https://www.mentalfloss.com/article/94735/7-expert-approved-ways-write-better-do-list](https://www.mentalfloss.com/article/94735/7-expert-approved-ways-write-better-do-list)
Group Share:
What other strategies do you use?
“It’s a smoke detector. The boss thinks I might be headed for a burnout.”

Image: http://www.sciencedaily.com/releases/2015/01/150109045554.htm
### Stress vs. Burnout

<table>
<thead>
<tr>
<th>Stress</th>
<th>Burnout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Characterized by over-engagement</td>
<td>Characterized by disengagement</td>
</tr>
<tr>
<td>Emotions are overactive</td>
<td>Emotions are blunted</td>
</tr>
<tr>
<td>Produces urgency and hyperactivity</td>
<td>Produces helplessness and hopelessness</td>
</tr>
<tr>
<td>Loss of energy</td>
<td>Loss of motivation</td>
</tr>
<tr>
<td>Leads to anxiety disorders</td>
<td>Leads to depression</td>
</tr>
<tr>
<td>Primary damage is physical</td>
<td>Primary damage is emotional</td>
</tr>
</tbody>
</table>

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

Image: https://www.image.ie/life/need-deliberate-rest-88948
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

Final Thoughts

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

- Michelle Obama

Final Thoughts

“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

Image: https://csreports.aspeninstitute.org/images/Stephen_Gillett_Header.jpg
Final Thoughts

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

- Oprah Winfrey
Thank You

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