How to balance research and teaching?

A. Tips

Structure your teaching and research time wisely. Make it sustainable (crash diets don’t work, crash research doesn’t either). ‘Don’t let the immediate take over the important.’

Schedule teaching time

- Limit teaching responsibilities to teaching days (early morning on teaching days?)
- Plan next class right after last class
- Take good notes for future years/quarters
- Don’t reinvent the wheel
- Manage office hours wisely
- Track time spent on teaching
- Manage email wisely (research first, email next)

Schedule research time (and protect it)

- Don’t wait till you have A LOT of uninterrupted time
- Write every day (habit formation, journals, ‘How to write a dissertation in 15 minutes a day’)
- Avoid distractions (productivity tools)
- Keep track of time spent on research
- Set up realistic goals for yourself (Quarterly, Monthly, Weekly, Daily)
- Consider peer support/accountability groups

Avoid three Ps (procrastination, perfection, paralysis)

http://academicladder.com/the-3-ps-perfectionism-procrastination-and-paralysis

B. Tools/Resources

Chronicle of Higher Education

http://chronicle.com/section/Graduate-Students/559/

Productivity software (Freedom, Pomodoro etc).

C. Figure out what works best for YOU

D. What if you’re an inherent procrastinator?

‘The Importance of Structured Procrastination’ by John Perry

http://chronicle.com/article/How-to-ProcrastinateStill/93959