Time management

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My commitments

- Research
  - write proposals (bunched)
  - edit papers, reports, dissertations
  - attend PI meetings, coordination phone calls
  - IETF meetings (3/year)
- Teaching
  - prepare for class, grading, assignments
  - deal with student questions
  - supervise student (COMS 6901) projects
- Departmental service
  - dept. chair, committee meetings (faculty, exec, recruiting, visibility, …)
  - University committees (SEAS Exec, advisory, ad-hoc)
- Service to the profession
  - EDAS
  - ACM SIGCOMM vice chair
  - Editor, ACM TOMCAP
  - ACM/IEEE Transactions on Networking steering committee
  - GENI working group chair
  - technical program chair IPTCOMM 08, IM 09, NETWORK 09

March 2008:
1553 email sent
80 meetings
3 trips

Email

- Automatic sorting:
  - personally addressed to me (read & answer)
  - specific mailing lists (read-mostly)
  - not addressed to me (read & delete)
  - likely spam (skim every few days)
- Mail handling algorithm:
  - short items in inbox - immediately - clear at end of day
  - others → "work" folder, project folders
- Save all outbound mail

Managing task & schedules

- Rosemary manages my schedule (in Yahoo)
  - coordination of meetings, prioritization
  - need department-wide schedule coordination (iCal)
- Track everything - including lunch and class prep time
- Written to-do list -- satisfaction of crossing off items
- My students do weekly reports (or should...)

Too much to do...

- Nobody sees all your commitments
  - "I just want 30 minutes of your time"
- (Too) easy to commit to something for next year
- "Good enough for government work"
  - procrastination = mechanism to stop perfectionism☺
- Re-use and recycle
- Avoid too much multi-tasking
  - laptop-at-conferences disease
- Weekly reports ➡ reflection on progress

Getting Things Done (GTD)

- Not a recommendation, but worth looking into for ideas
- Core principles:
  - Collect: everything needed to track, remember
  - process: single pass; never put back in
    - do (< 2 minutes), delegate, defer; file
  - organize
    - next actions; waiting for; someday
  - review
    - weekly
  - do
- current actions, current projects, areas of responsibility, yearly goals, 5 year vision, life goals