

## *Time Management Workshop and Speed Mentoring* March 24<sup>th</sup> and 25<sup>th</sup>, 2014

### Attendance

Twenty-four participants attended the training and 18 completed evaluations.

- Of those who completed evaluations, one (5.6%) identified as a full professor, four (22.2%) as associate professors, and 13 (72.2%) identified as assistant professors.
- Additionally, seven (38.9%) identified as mentors in the NDSU Faculty Mentoring Program, 10 (55.6%) identified as mentees in the Mentoring Program, and one (5.6%) did not respond to the question.

### Quantitative Results from the Evaluation Form

#### **I met someone today who I feel I would like to get to know better.**

	Frequency	Percent	Cumulative Percent
Agree	9	50.0	50.0
Strongly Agree	7	38.9	88.9
N/A	2	11.1	100.0
Total	18	100.0	

#### **I feel I have acquired new skills, information, or understanding about how to effectively manage my time.**

	Frequency	Percent	Cumulative Percent
Agree	10	55.6	55.6
Strongly Agree	8	44.4	100.0
Total	18	100.0	

#### **I will be able to implement new time management strategies as a result of my participation in this workshop.**

	Frequency	Percent	Cumulative Percent
Agree	8	44.4	44.4
Strongly Agree	9	50.0	94.4
N/A	1	5.6	100.0
Total	18	100.0	

#### **This event was a positive networking experience with other faculty here at NDSU.**

	Frequency	Percent	Cumulative Percent
Agree	9	50.0	52.9
Strongly Agree	8	44.4	100.0
Missing Data	1	5.6	
Total	18	100.0	

#### **How would you rate the overall quality of this workshop?**

	Frequency	Percent	Cumulative Percent
Average	2	11.1	11.1
Above Average	8	44.4	55.6
Excellent	8	44.4	100.0
Total	18	100.0	

### Qualitative Results from the Evaluation Form

1. What is one tip or strategy you learned today that you will be able to implement to improve your ability to manage your time?
  - Best times of day for different tasks.
  - Goals for each of my roles.
  - Block time for writing.
  - Schedule clear periodical time slots for very important tasks!
  - Set a cut off time.
  - The one hour time block and stick to it.
  - Scheduled writing time.

- The tip about scheduling short blocks for writing was very helpful – I’ve always thought that I needed to plan large blocks of time.
  - Diagram.
  - Use my most productive time for writing – not checking email.
  - List the duties in four categories.
  - Use morning for writing (one hour).
  - Prioritizing boxes!
  - Scheduling small chunks of time for research (and protecting that time!).
2. What do you think were the most helpful or valuable aspects of the workshop you attended today?
- Group brainstorming and discussion.
  - Thinking about urgent vs. important.
  - Revisiting the quadrant.
  - Exchange of ideas from various perspectives.
  - Brainstorming and others.
  - Forced prioritizing.
  - Concrete tips.
  - Discussion and roles/goals.
  - Prioritize.
  - Taking an hour a day to do the important but not urgent box.
  - Four-square analysis of urgency/importance.
3. How could this workshop be improved to be more beneficial to you?
- Real instance of work plan/daily plan.
  - More on prioritizing email.
  - Hard to think of something...maybe having participants sketch out a weekly schedule?
4. Please provide any additional comments you have about today’s workshop and/or the NDSU Faculty Mentoring Program in general below or on the back of this page.
- This was great, thanks.
  - Thanks for not using PowerPoint!!
  - Great job – very helpful!
  - Very good.
  - Great – thank you!
  - Presenters were awesome (very easy to relate to).