

The Balanced Researcher

Hugh Kearns

Who am I?

- Hugh Kearns

Who am I?

- Flinders University, Adelaide
- Lecture and research
- Self-management
- Psychology



Who We Are

Hugh Kearns

Maria Gardiner

Flinders University

iThinkWell



iThinkWell.com.au

Thinkwell - Windows Internet Explorer

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Research

Recent Media

Contact Us

Welcome to ThinkWell™

ThinkWell™ uses the latest psychological and educational research to develop workshops and materials to help you be more effective in your daily life.

We work extensively with doctors, academics, PhD students, CEOs and many others to assist them to:

- manage their time more effectively and perform better
- set goals and achieve them
- achieve sustainability in their career
- think more clearly and make better decisions
- reduce stress
- find out what is making them stressed
- learn how to evaluate and deal with emotions
- feel more content and confident
- spend more time with their family and those who matter

Latest News

New book - Time Management for GPs

Billed as the ultimate time management guide, this is tailored specifically for GPs and people in private practice.

New edition of The 7 Secrets

This favourite has been given a new look and feel.

Interview on ABC 891

Hugh and Maria talk about feeling overwhelmed.

[Recent media](#)

Books

ThinkWell™ has put together a series of books to assist a range of professions and positions, including doctors, academics, PhD students, CEOs and many other occupational groups.

These books are available via our [online bookshop](#).



Internet 100%

Who are you?

- Introduce yourself to the people around you
- Name
- Your role
- Something about you
 - ▲ eg interests,
 - ▲ something you've always wanted to do,
 - ▲ family

That's life!

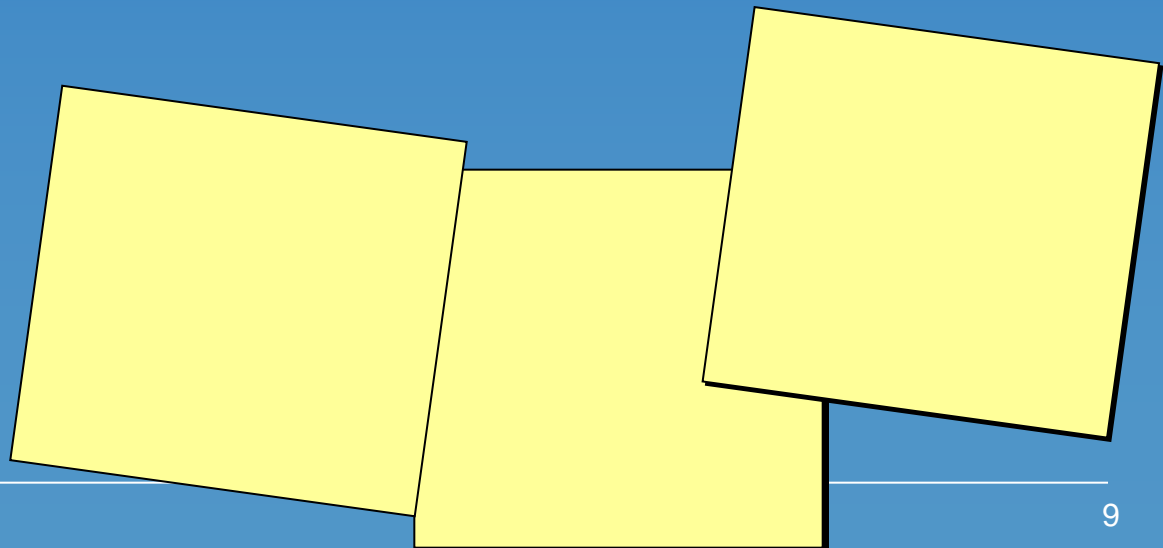


Overview of the workshop

- ▲ The pressures and demands
- ▲ Content areas:
 - ▲ Time management
 - ▲ Work/life balance
- ▲ Individualised action plans
- ▲ Feedback, summary

Balance

- Small group discussion – 5 minutes
 - ▲ What puts you out of balance?
 - ▲ What puts you under pressure?
- Identify your top three



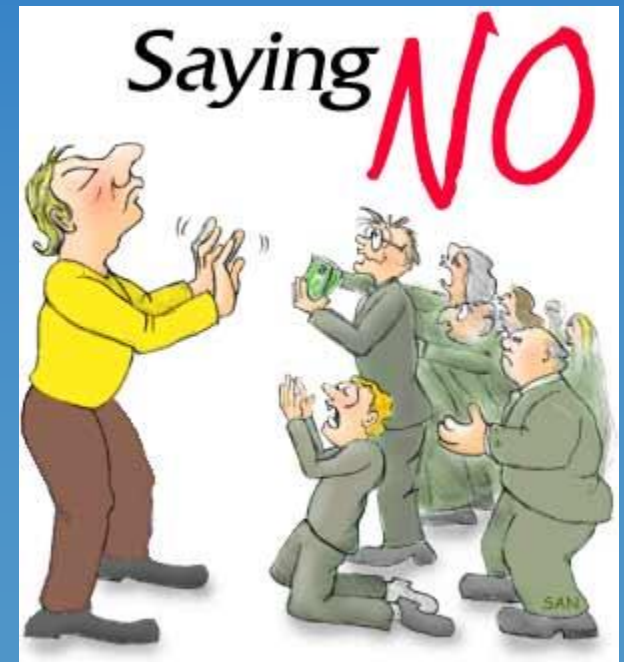
Time Management



Overloaded?
Balls and tube
How many balls in
your tube?

Time management – saying no

- ▲ Learn how not to say YES
- ▲ Buy yourself time to think
- ▲ Give people alternatives
- ▲ Delegation



Saying NO

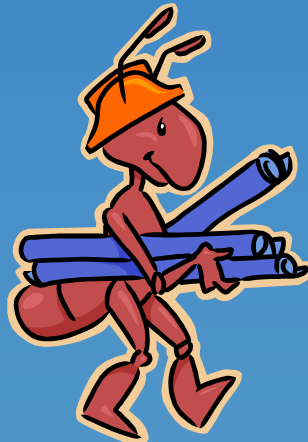
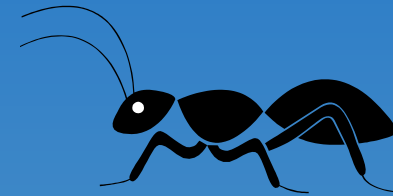
- Situation:
- A colleague has asked you to consider taking on an additional project which will be very important for the department. She's expecting that you will say yes.
- Feelings:
- As you knock on her door about to say NO how do you feel.

Saying NO

Situation:	Saying NO to a colleague
Feelings:	Nervous, guilty, anxious

ANTs

Automatic Negative Thoughts



Situation:	Saying NO to a colleague	
Feelings:	Nervous, guilty, anxious	
<p style="text-align: center;">ANTs Automatic Negative Thoughts</p>		
<p style="text-align: center;">She'll be very disappointed</p>		
<p style="text-align: center;">She'll be upset with me</p>		
<p style="text-align: center;">I should be doing it</p>		
<p style="text-align: center;">She'll think I'm not committed</p>		
<p style="text-align: center;">I'll miss out on more chances</p>		

Situation:	Saying NO to a colleague	
Feelings:	Nervous, guilty, anxious	
ANTs Automatic Negative Thoughts	AND SO	
She'll be very disappointed	She'll make me feel bad and guilty I'll feel terrible	
She'll be upset with me	She might take it out on me	
I should be doing it	Maybe I'm not committed enough	
She'll think I'm not committed	She might tell others It'll affect my career	
I'll miss out on more chances	I'll be stuck in this job forever I'll never get a promotion I'll be falling behind Maybe I'm not up to it Maybe I'm not cut out for this type of work I knew it – I'm a failure!	

Situation:	Saying NO to a colleague	
Feelings:	Nervous, guilty, anxious	
ANTS Automatic Negative Thoughts	AND SO	MATHs More Accurate Thoughts
She'll be very disappointed	She'll make me feel bad and guilty I'll feel terrible	She might be but I'm not being unreasonable
She'll be upset with me	She might take it out on me	She hasn't in the past. Unlikely.
I should be doing it	Maybe I'm not committed enough	I do good work.
She'll think I'm not committed	She might tell others It'll affect my career	I am committed. I just can't do this one thing.
I'll miss out on more chances	I'll be stuck in this job forever I'll never get a promotion I'll be falling behind Maybe I'm not up to it Maybe I'm not cut out for this type of work I knew it – I'm a failure!	Overall I've got a good track record. People forget and move on It's not a race She told me before I was doing well Ditto Not really!

Time Management - Delegation

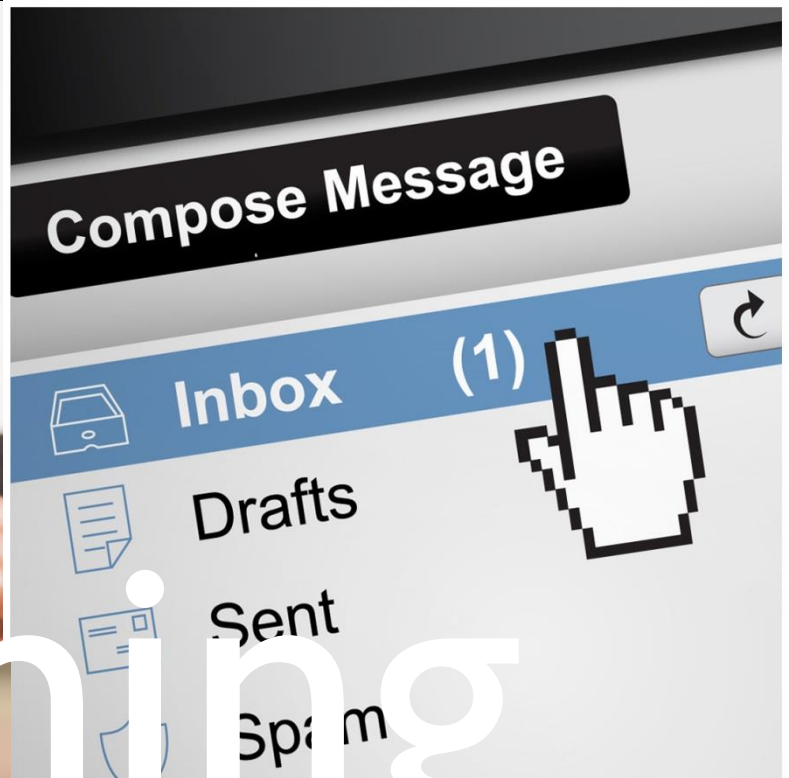
- Delegation
 - ▲ What could you delegate
 - ▲ Who can you delegate to?
 - ▲ What gets in the way?

Paperwork

- Paperwork and emails
 - Set aside specific times
 - Velcro fingers
 - The 3 D's
 - Do it
 - Diarise
 - Ditch it







Switching







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Real

=

10

Fantasy

Are for:

- Writing
- Analysis
- Planning
- Thinking

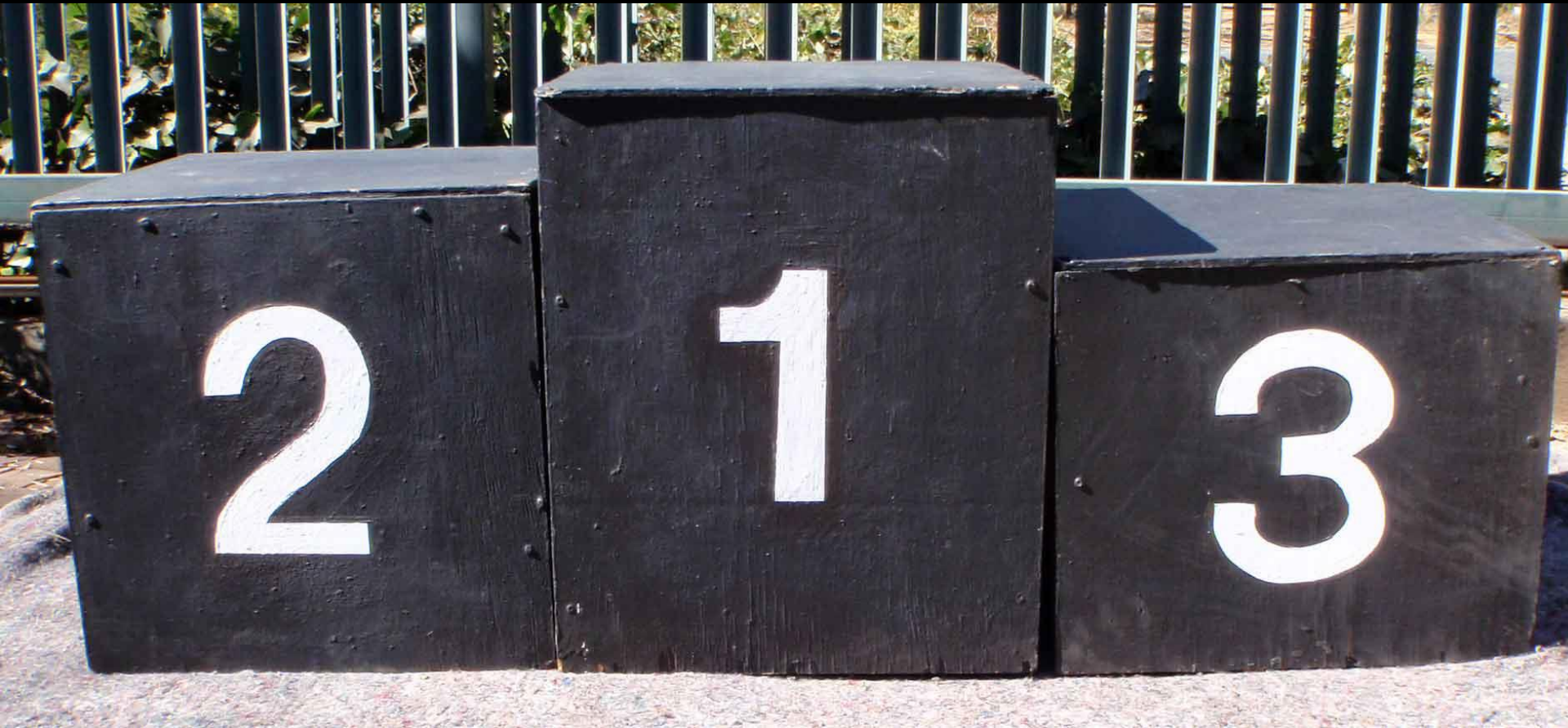
Not for:

- Emails
- Meetings

Real

Fantasy

Don't check first thing



Check

v

Do

UNSUBSCRIBE

A 3D rendered button with a vibrant red, glossy surface. The word "UNSUBSCRIBE" is centered on the top face in a white, bold, italicized sans-serif font. The button has a slight bevel and is mounted on a grey, circular, slightly raised base. The lighting creates highlights and shadows, giving it a three-dimensional appearance.

Distractions

- Specific strategies
 - Consultation times
 - Dedicated research time
 - Answering machines
 - Do not disturb and doors

T

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T



The Paradox of Choice

Why

0

More

0

is

0

Less

21

"Today's world offers us more choices but, ironically, less satisfaction. This provocative and riveting book shows us steps we can take toward a more rewarding life."

—David G. Myers, author of *Intuition: Its Powers and Perils*.

Barry Schwartz

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Micro

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Time management – procrastination

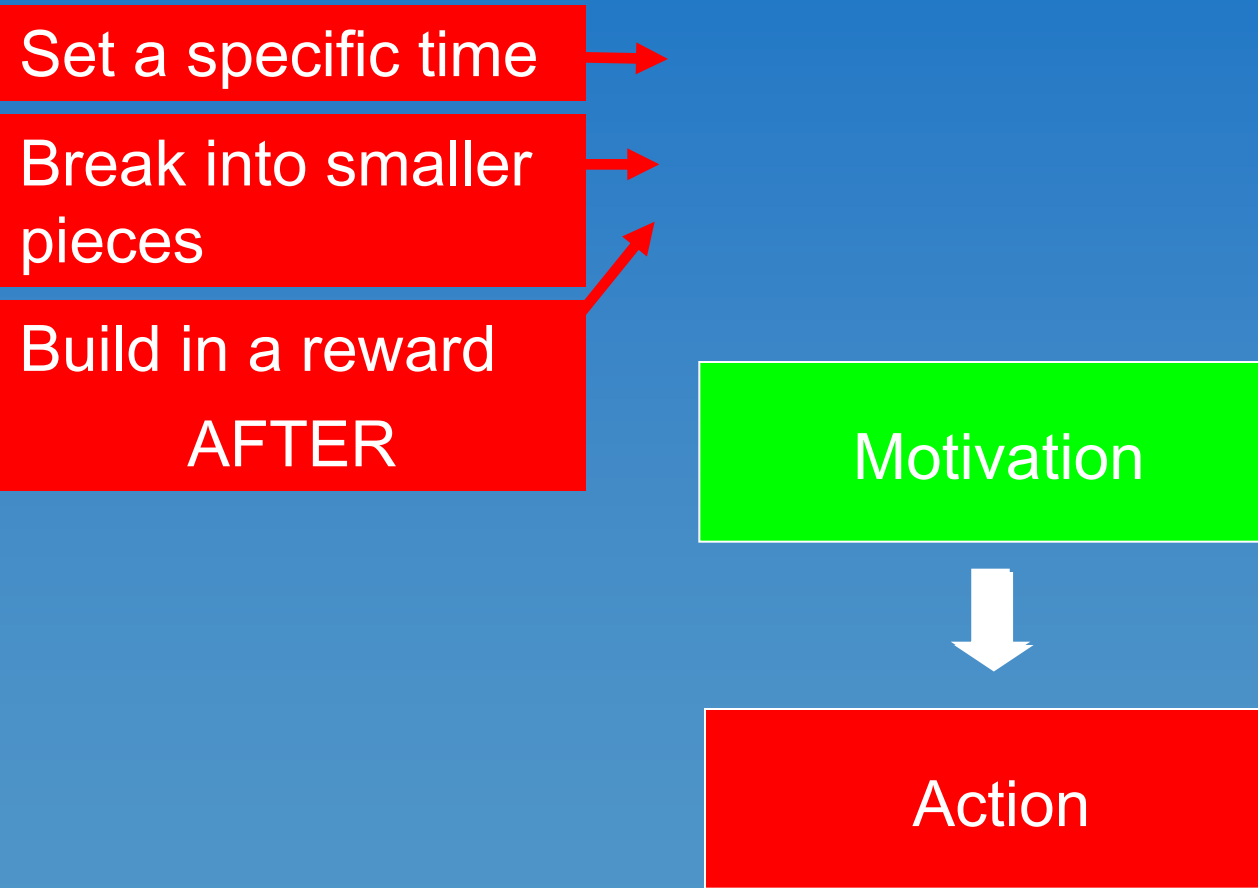
- ▲ Think of something you are putting off
- ▲ Two problems
 - ▲ It doesn't get done
 - ▲ The black cloud



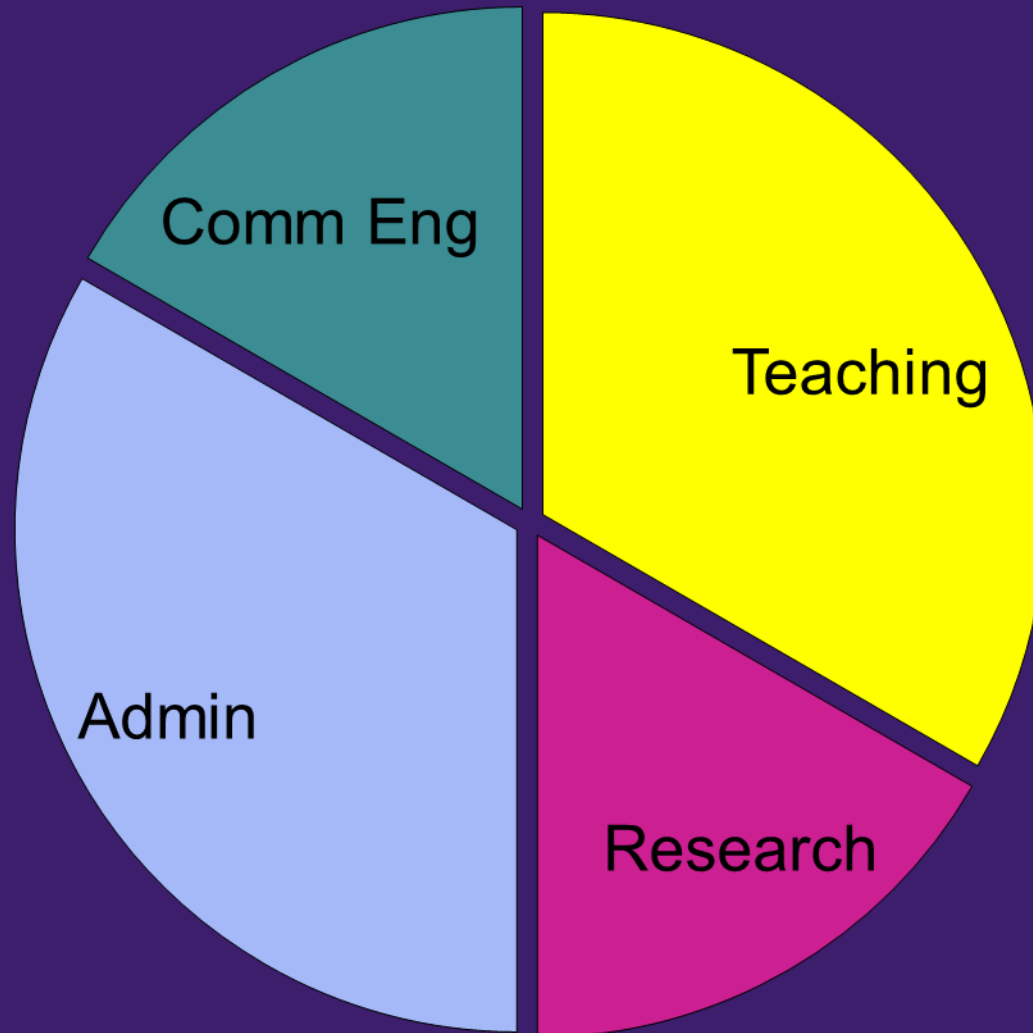
Motivation

Motivation

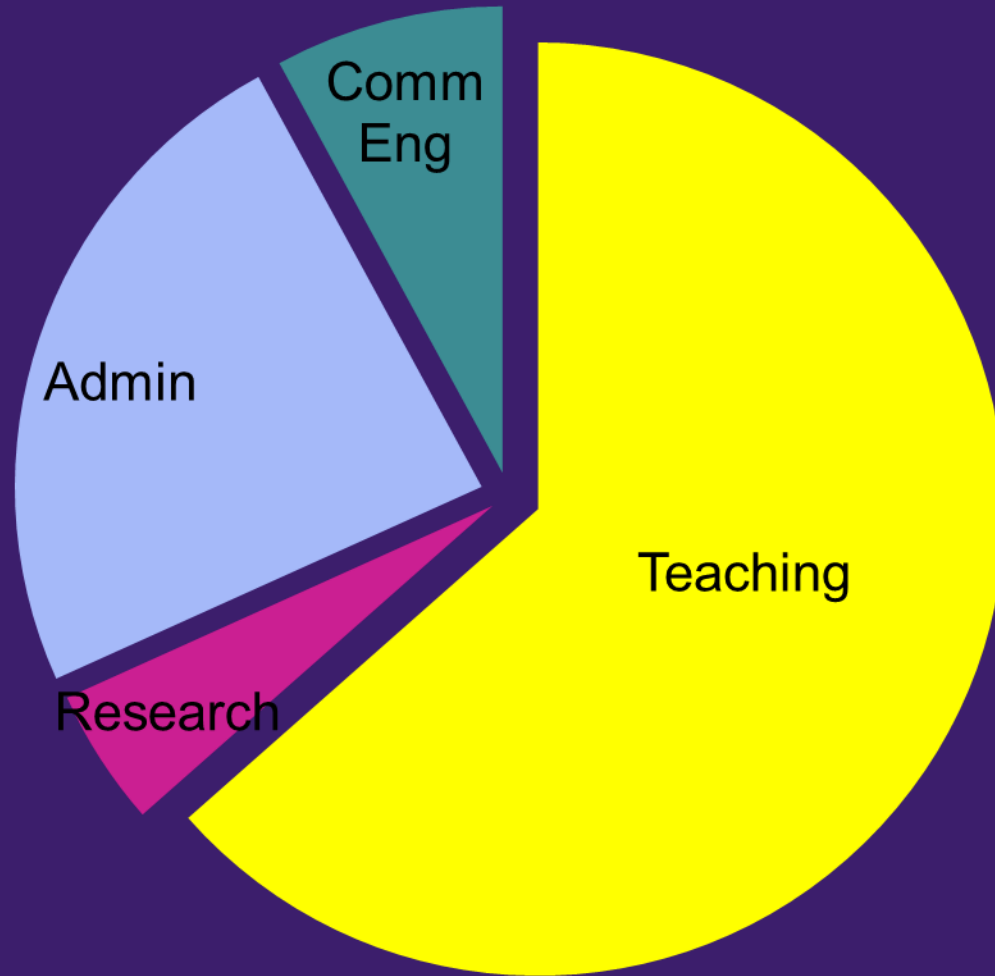
How motivation happens



The parts of the role



Finding a Balance



Everything takes longer than you think

Everything takes longer the first time

Tendency to overcommit (wanting to please)

Dividing up your time - limits

Teaching

Can take over

Containing

Overpreparing

Over-servicing

Evaluation worry

Marking

Feedback

Teaching

Consultation times

Bulletin boards

FAQ

Teach topics you know

Re-use and recycle

Set clear expectations/limits

Prepare well but not over

Large classes

Assessment and marking

Use any available help

Discuss with your colleagues what you can do to manage your teaching time.

What will you do?

Administration

Do your share (but not more)

After a point more is not better

Not all committees are equal

Use for networking

Learn how to use professional staff

Be good but not great

Discuss with your colleagues what you can do to manage your administration time.

What will you do?

Research

What is your research plan

Areas of expertise

Being strategic

What is the target

What do you need to get there

Time for research

Time for writing

Close doors

No emails

Strategic

Break

- Back at ...



Lunchtime on the Empire State Building, 1932

Work/Life Balance – Boundaries

- When are you off duty?
- Time to regenerate

Work/Life Balance – Routines

- Don't leave it to chance
- Don't need to think

Work/Life Balance – Ask your family

- Ask before you commit
- “Your work gets the best – we get the rest”

Work/life balance - presenteeism

- ▲ It's not just about being physically present
- ▲ Write down your concern or temporarily put it aside
- ▲ Decide you will worry later (if you must worry!)



Work/life Balance - Worry

- The magic of worry – magical thinking
- The same negative thoughts recycling through your brain

Worry

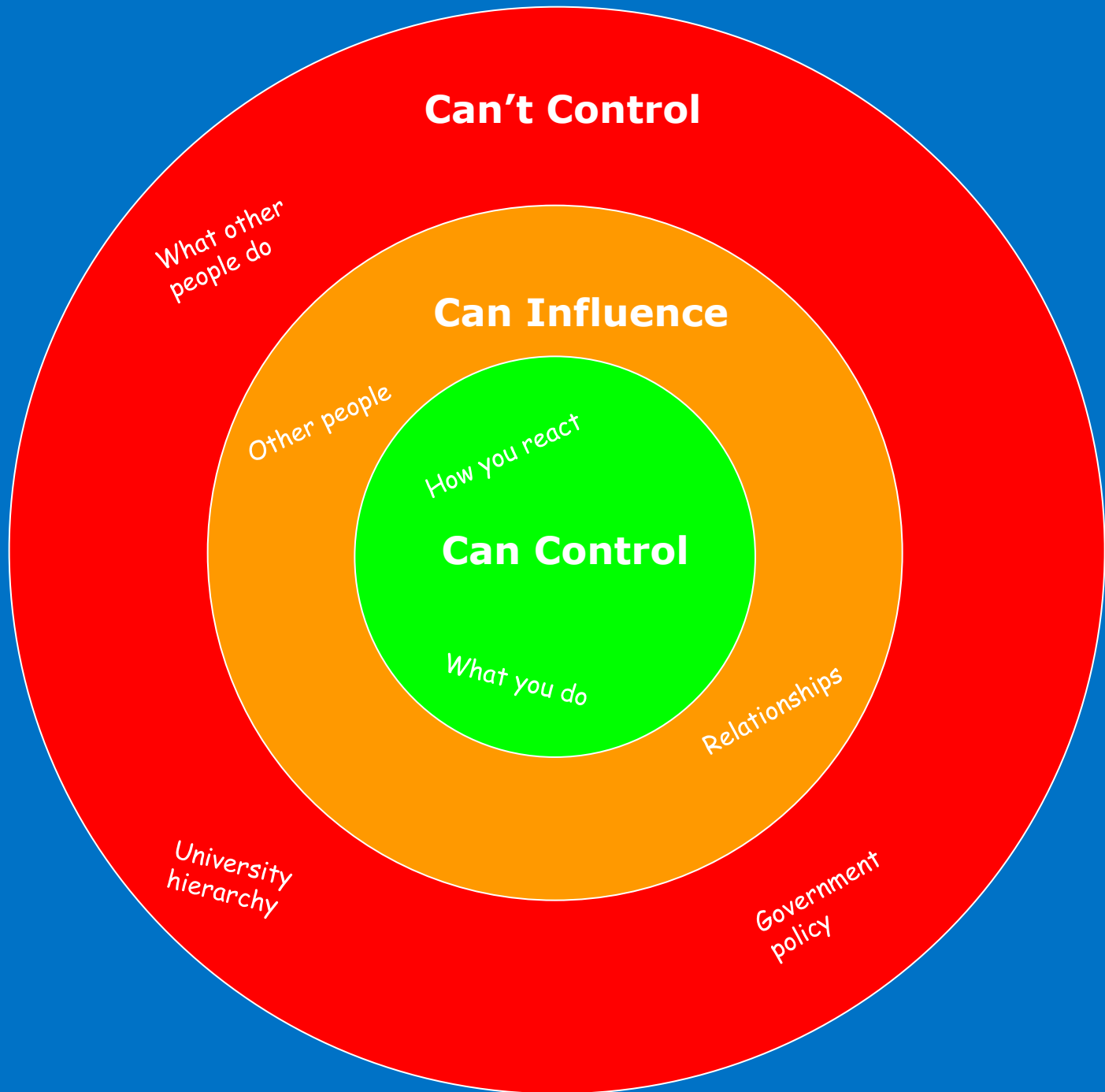


Problem-
solving

Work/Life Balance

- What works?
 - ▲ regular commitments, routines
 - ▲ Boundaries – work/home
- What doesn't?
 - ▲ hoping it will all work out
 - ▲ ignoring it

Circles of influence



Can't Control

What other people do

Can Influence

Other people

How you react

Can Control

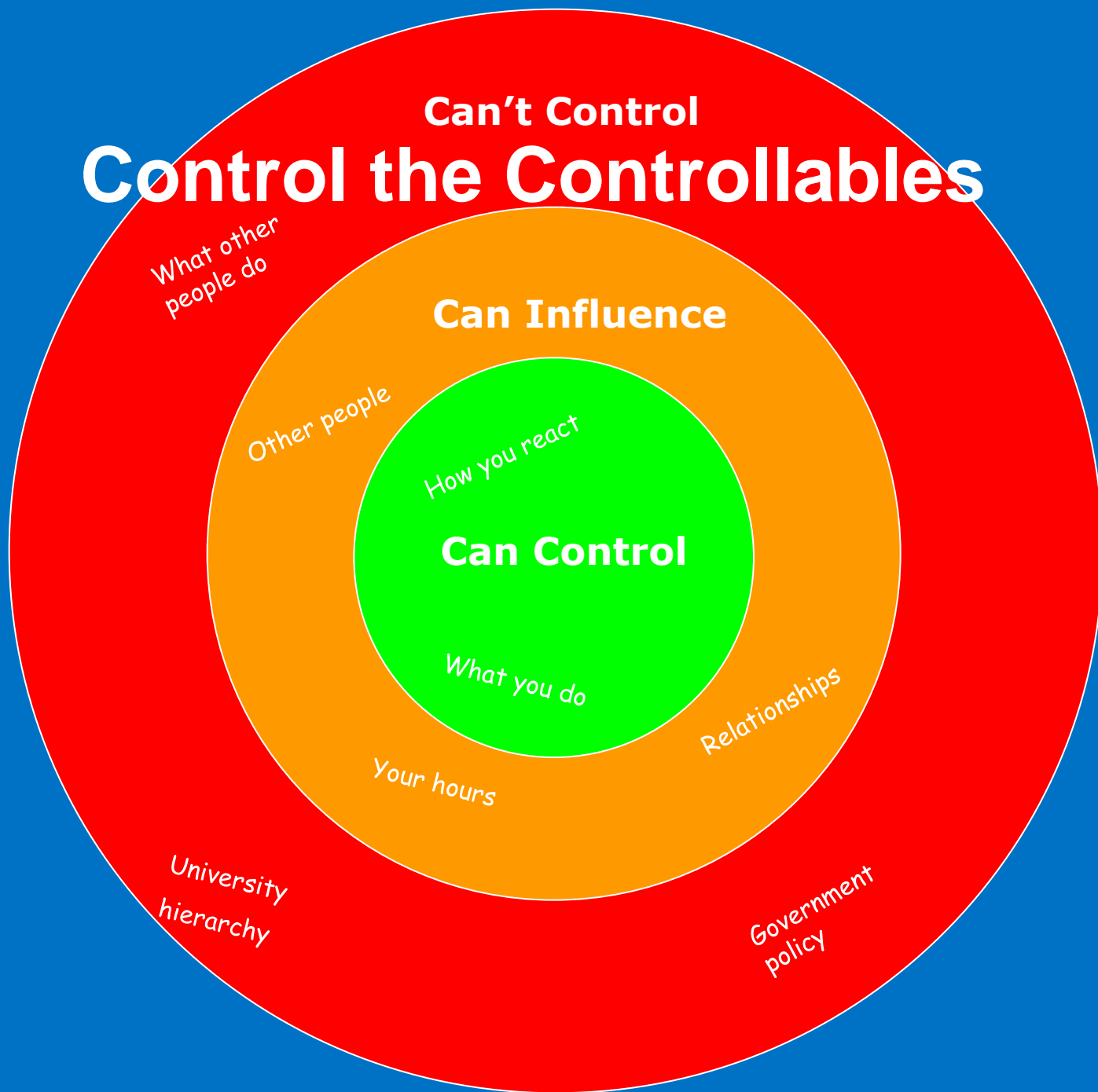
What you do

Relationships

University hierarchy

Government policy

Control the Controllables



Can't Control

What other people do

Can Influence

Other people

How you react

Can Control

What you do

Relationships

Your hours

University hierarchy

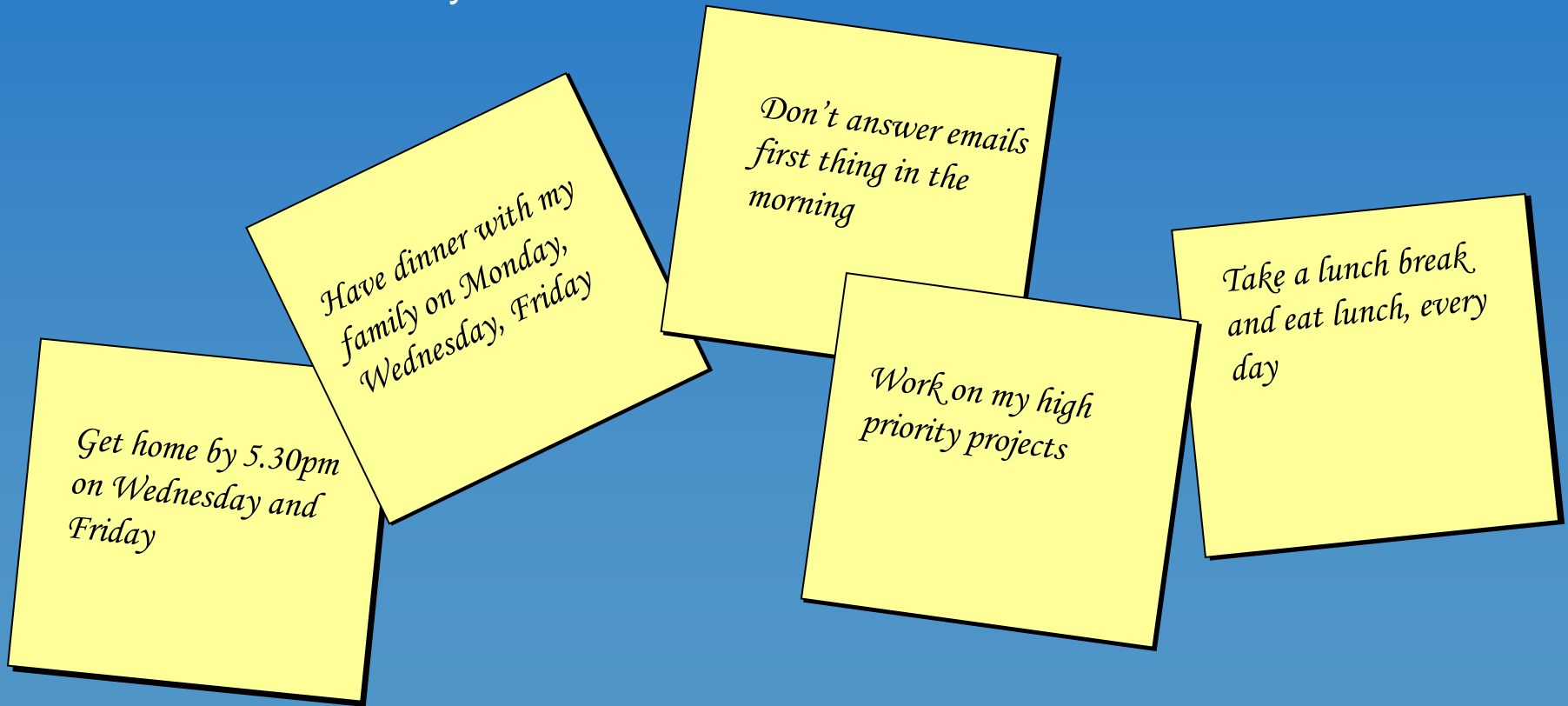
Government policy

What are your Controllables?

- What can you do (or not do!) that could help you balance your life
- For example:
 - ▲ exercise
 - ▲ Breaks
 - ▲ routines
 - ▲ get home on time
 - ▲ spend time with friends

Action plan

- ▲ What will you do?
- ▲ Write it on a sticky note



Summary & feedback

What was the most useful or meaningful thing you heard in this session?



That's life!

