Becoming More Productive Workshop

Sherry Zhang
March 22nd, 2018
Background

- PhD Candidate in Policy Analysis and Management
Outline

▶ Three main tips
▶ Planning
▶ Accountability
▶ Balance
Planning

- Dissertation Completion Timeline
- Wrike
- Google Calendar
Dissertation Completion Timeline

- Planned out monthly tasks until anticipated graduation date

**December 2016**

**Dissertation goals:**

- By December 31st: meet with Sharon and Dan at least once a month
- By December 31st: meet with Peter at least once a month.
- By December 31st: work on R&R of Ch. 1 of dissertation.
- By December 31st: work on revising Chapters 2 and 3 based on feedback from committee.
- By December 31st: have preliminary descriptive data on the PSID completed

**Job market goals:**

- By December 14th: Have website completed.
- By December 15th: Meet with Jeff for job market group.
Wrike - Project Management Tool

https://www.wrike.com/collaboration-tool-for-students/
Wrike – Project Management Tool
Accountability

- **Daily:** Accountability partner
- **Weekly:** Women of color writing group
- **Monthly:** Mini workshop group
- **Quarterly:** Conference deadlines
- **Yearly:** Graduate school deadlines
Accountability
Time Management

- **Toggl**: Timekeeper for projects
  - [www.toggl.com](http://www.toggl.com)
- **Pomodorro**: Focus on tasks at a time
  - I use the app FocusKeeper
- **Freedom**: Blocks social media apps and websites
  - [https://freedom.to/](https://freedom.to/)
Toggl: Time Tracker

Projects

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- **Add Health Data Renewal** (No Client) 1h Sherry Zhang
- **Administrative work** (No Client) 5h Sherry Zhang

[Image of Toggl interface with projects listed]
Balance

- This is a marathon, not a sprint
- Rest and relaxation are just as important for productivity as work
- Optimize your schedule for productivity:
  - [https://blog.hubspot.com/marketing/best-schedules-productivity#sm.0000hpj1t7obyfopw3x22uxw4k4gs](https://blog.hubspot.com/marketing/best-schedules-productivity#sm.0000hpj1t7obyfopw3x22uxw4k4gs)
Thank you!