Defend and Publish

Episode 90 Fixed Schedule Productivity

The way we usually work as faculty is to start with the work we have, and work forwards from there, grabbing whatever time is available to get the work done and stretching that time until it fits the work.

Fixed schedule productivity is the opposite: We start with a fixed amount of time, and work backwards to optimize our work to fit the time (2018 n.p.)

Talbert 2018

Robert Talbert (2018)

1. Set a fixed goal of not working past a certain time, either a fixed number of hours per week, or a certain time of the day --- preferably both --- and then
2. Work backwards from that fixed time goal to find productivity strategies to meet it.

https://rtalbert.org/fixed-schedule-productivity-academia/

Fixed schedule productivity in practice

Writing	Teaching	Family	Other University Work
8:30-10:45 am weekdays	Sunday night (2-3 hours) and after class prep (1 hour)	No work Friday at 5 pm – Sunday at 7 pm	In small slices of time
Complete book revision • use Asana project management chart to view big picture • Use Penzu journal to keep track of what's next	Grade anything that needs to be graded Post new content for the week Review syllabus Fill in the pattern segments to pattern teach (see EP 35)		Expense reports Required trainings Promotion of graduate program Workshop preparations (DP work completed in weekday afternoons 3-5 pm)