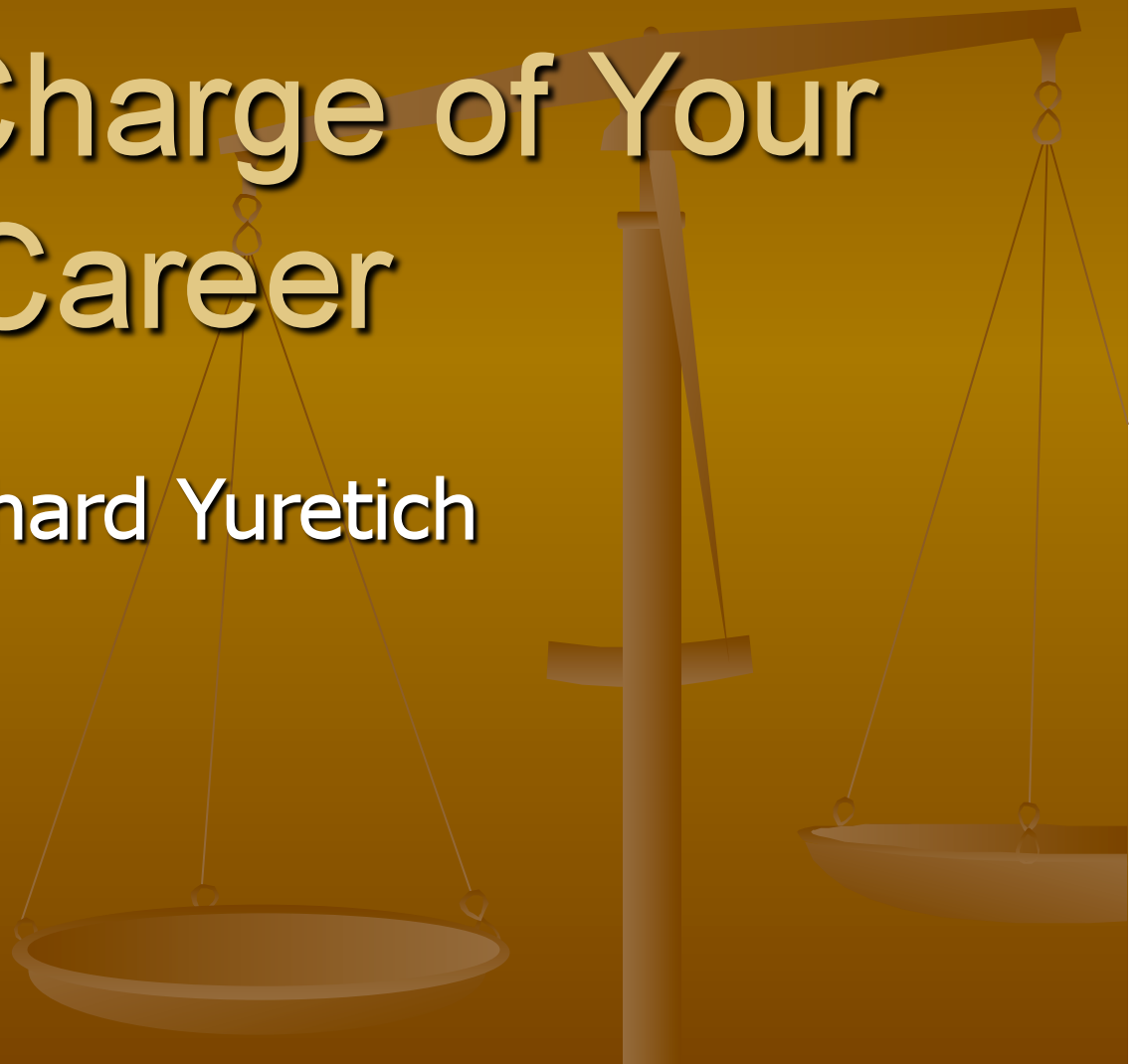


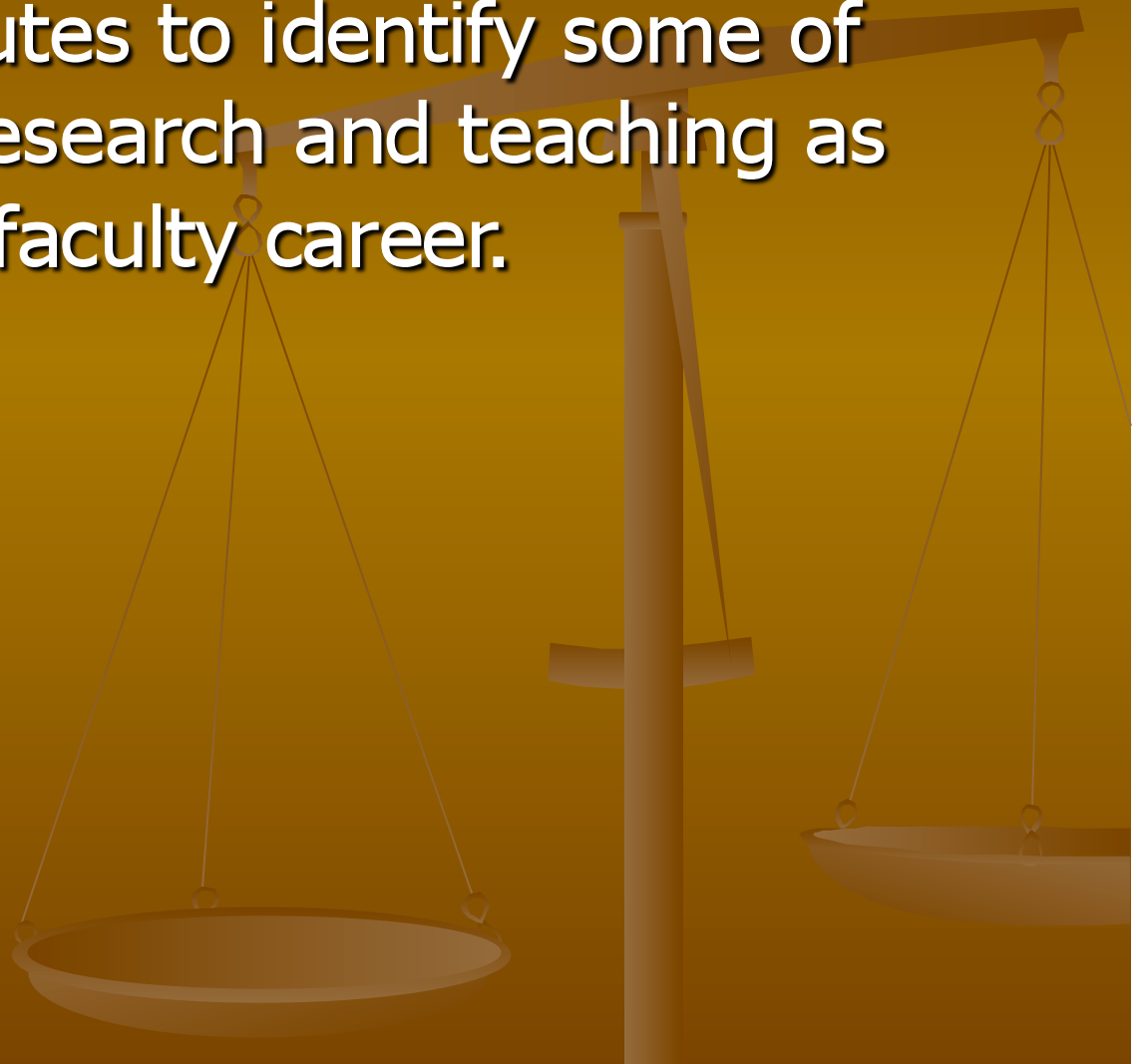
Taking Charge of Your Career

Richard Yuretich

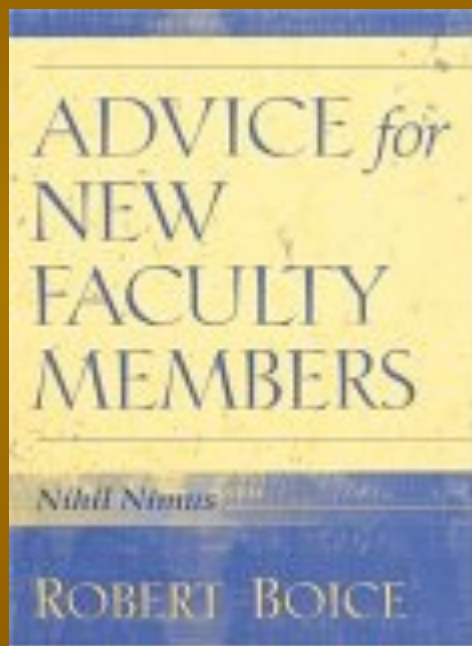


Taking Charge of Your Career

- Take a few minutes to identify some of your goals for research and teaching as you begin your faculty career.



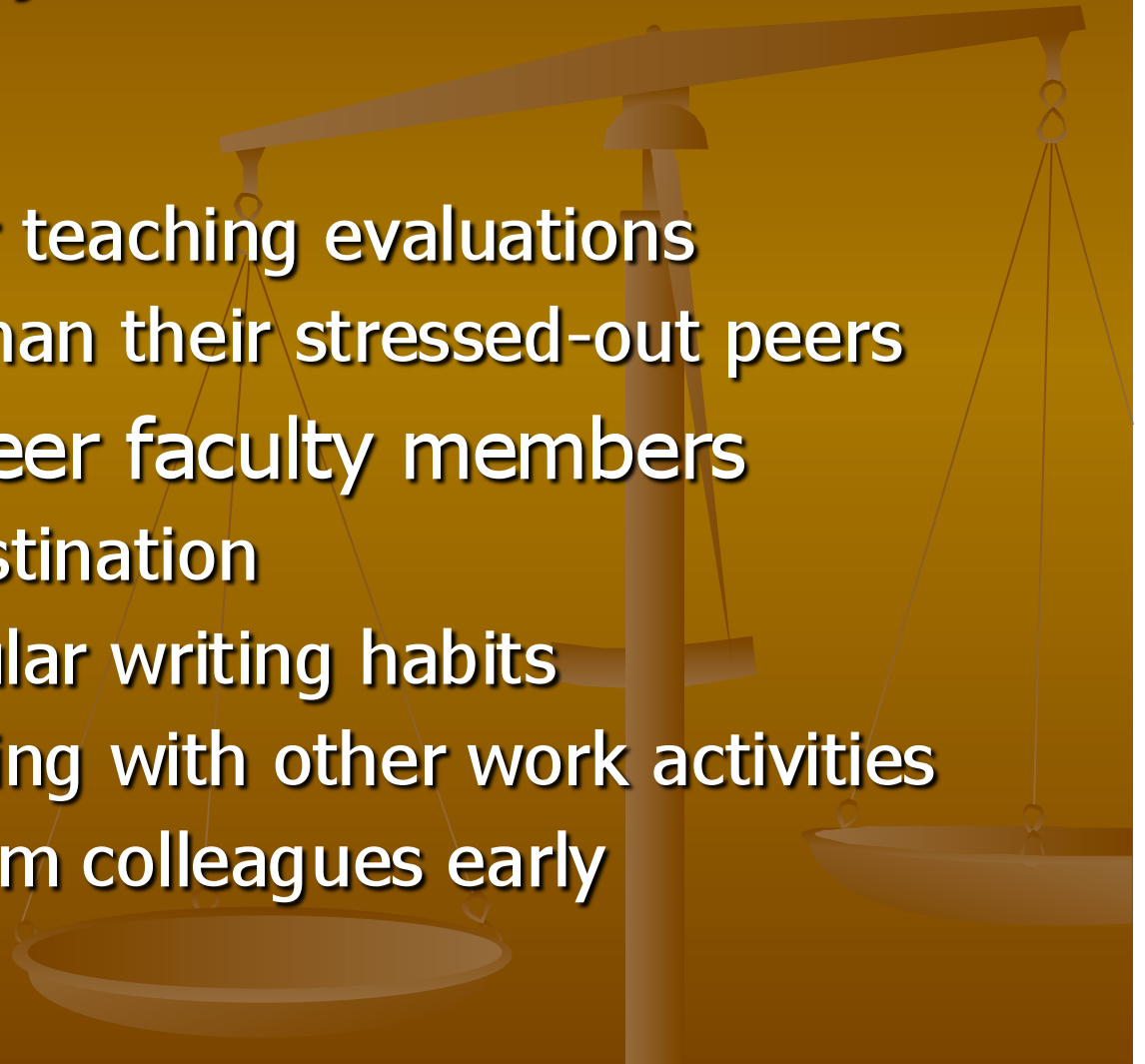
What are the characteristics of thriving early career faculty?



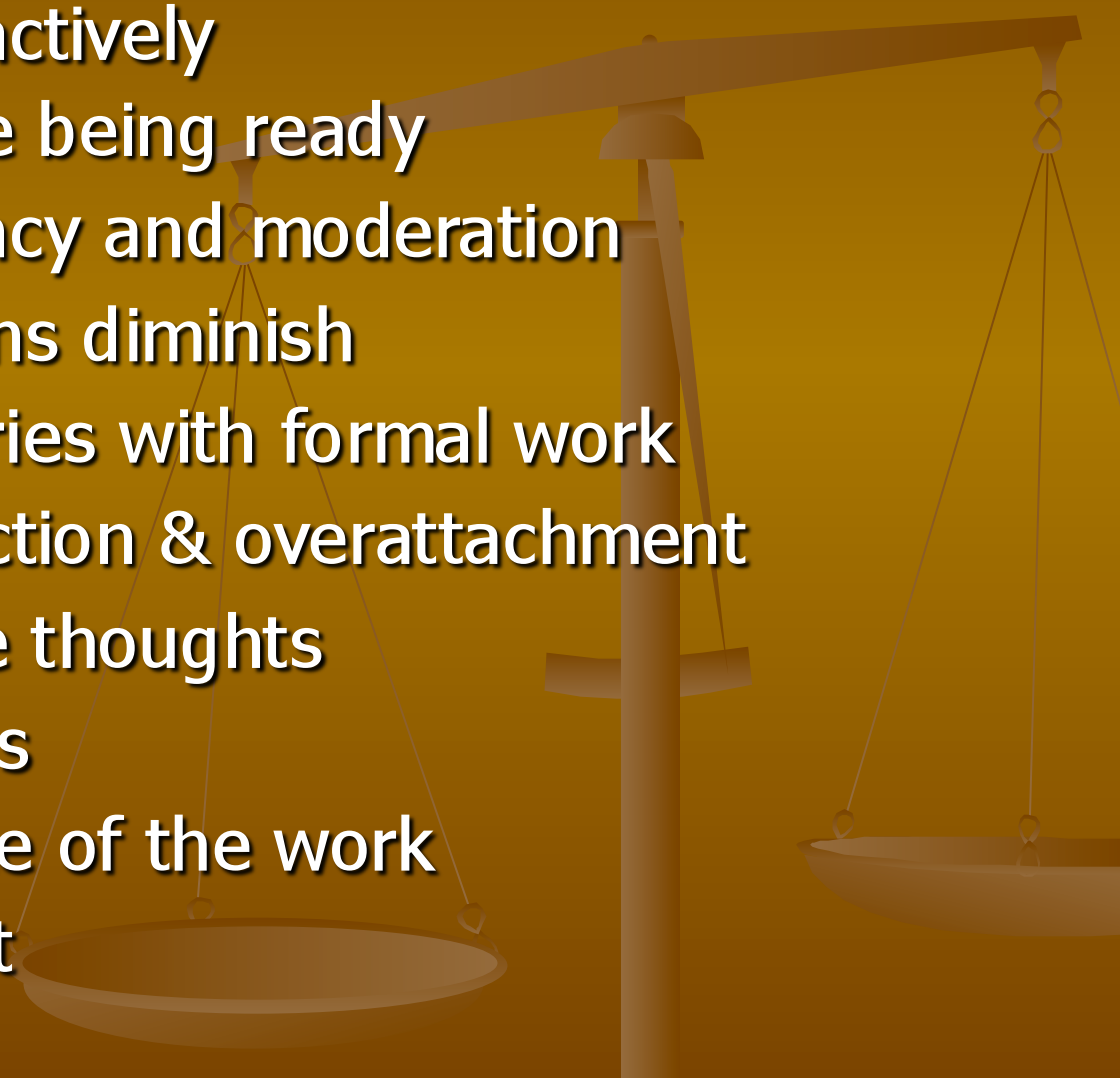
Results of research by Robert Boice, who studied 415 early career faculty from two different institutions

“Quick Starters” - faculty who did well early in their career

- Quick starters
 - Published more
 - Received better teaching evaluations
 - Were happier than their stressed-out peers
- These early career faculty members
 - Avoided procrastination
 - Developed regular writing habits
 - Balanced teaching with other work activities
 - Sought help from colleagues early



Boice's *Nihil Nimus* Approach

- Wait, patiently & actively
 - Begin early, before being ready
 - Work with constancy and moderation
 - Stop, before returns diminish
 - Balance preliminaries with formal work
 - Moderate overreaction & overattachment
 - Moderate negative thoughts
 - Moderate emotions
 - Let others do some of the work
 - Limit wasted effort
- 

Our Synthesis of Boice's Advice

- **Mindfulness:** be aware of what you are doing at a given moment and focus your attention and energy on it in a productive way.
- **Regular schedule:** post a "normal operating schedule" and use it to guide your efforts, but don't become a slave to what you have created.
- **Take advantage of short time periods:** use 15 minute periods before class or lunch to write a few lines of a paper or jot down ideas for a project; you can really accomplish a lot this way.
- **Manage distractions:** keep your door closed, let the voice mail pick up the phone, stay away from e-mail when you want to focus.
- **Take a break:** get up for a stretch, a short walk, or a quick cup of coffee with a colleague or friend to refresh your thoughts and get back on track.

Everything in Moderation

- **You can't be perfect:** don't worry if you have forgotten a task, or your class isn't completely organized; chances are nobody will notice.
- **Decline graciously:** you don't have to become "Dr. No" but don't over schedule yourself.
- **"Bulimia" (hypomania, dysphoria) is not healthy:** work, play, and live at a steady pace.
- **Talk to others:** seek advice when stuck, solicit ideas and help, but don't gripe about your lot in life.
- **Create a pleasant environment:** put on soft music, surround yourself with greenery, change the lighting and furniture. Whistle while you work.
- **Set realistic goals:** make sure that your eyes are not bigger than your stomach.