Survive, Thrive, & Boost Your Research Productivity
ALCTS Webinar     August 24, 2016
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Suggestions for Increasing Research/Writing Productivity and Enjoyment

Boice’s Rules (Boice, 2000, summary pp. 273-277)

#1 Wait
#2 Begin Early (before you are ready)
#3 Work in Brief, Regular Sessions
#4 Stop (pause)
#5 Balance Preliminaries with Formal Work
#6 Moderate Overattachment and Overreaction (seek & welcome editing suggestions)
#7 Moderate Negative Thoughts
#8 Moderate Emotions
#9 Let Others do Some of the Work
#10 Limit Wasted Effort

Radford’s Rules

#1 Find Time! Sharpen Time Management Skills
#2 Put 1st Things 1st (Covey, 1990)
#3 Find Your Rhythm (what works for you?)
#4 Collaborate
#5 Synergize
#6 Work to Strengths and Interest (Focus)
#7 Break into Incremental Steps
#8 Set Target Dates (personal deadlines)
#9 Capture Ideas (writing notebook)
#10 Create a Plan (get specific)
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THE TIME MANGEMENT MATRIX

<table>
<thead>
<tr>
<th></th>
<th>Urgent</th>
<th>Not Urgent</th>
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</thead>
<tbody>
<tr>
<td>I M P O R T A N T ACTIVITIES:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>WRITING ON DEADLINE</td>
<td>II ACTIVITIES:</td>
</tr>
<tr>
<td>Crises</td>
<td>Writing</td>
<td>Writing</td>
</tr>
<tr>
<td>Important calls, email</td>
<td>Research</td>
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<tr>
<td>Pressing problems</td>
<td>Planning</td>
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<tr>
<td>Deadline-driven projects</td>
<td>Relationship building</td>
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<td>Training others &amp; yourself</td>
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<td></td>
<td>Recognizing Opportunities</td>
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<tr>
<td>III ACTIVITIES:</td>
<td>IV ACTIVITIES:</td>
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<tr>
<td>Most email</td>
<td>Trivia</td>
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<tr>
<td>Interruptions</td>
<td>Busy work</td>
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<tr>
<td>Some calls</td>
<td>Social media</td>
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<tr>
<td>Some some reports</td>
<td>Some mail, email</td>
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<tr>
<td>Proximate, pressing matters</td>
<td>Some phone calls</td>
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<td></td>
<td>Time wasters</td>
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<tr>
<td></td>
<td>Pleasant activities</td>
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</tbody>
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Question: Where do you spend the most time?  
Your Goal: Spend more time in Quadrant II, to lessen time spent in Quadrant I.  
Spend less time in Quadrants III and much less time in Quadrant IV.  

(Covey, 1990, p. 150)
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Getting Ready to Write (More) Activity

What barriers do I have to writing? List 3.
1._____________________________________________________________________
2._____________________________________________________________________
3._____________________________________________________________________

What resources do I have to overcome these barriers? List 3.
1._____________________________________________________________________
2._____________________________________________________________________
3._____________________________________________________________________ 

What articles, topics, or books do I want to write? List 3.
1._____________________________________________________________________
2._____________________________________________________________________
3._____________________________________________________________________

Think About:
• How could I organize myself to write more?
• What specific steps would I have to take to have more time to write?

My specific plan: ________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

My specific behavior: I will________________________________________________
_______________________________________________________________________
_______________________________________________________________________

OR______________________________________________________
_______________________________________________________________________
_______________________________________________________________________
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Resources for Additional Information

Top Picks


Other Resources


