SURVIVE, THRIVE & BOOST YOUR RESEARCH PRODUCTIVITY

Webinar presented by
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Presenter

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Agenda

- Identifying research topics
- Getting ready to write MORE – Some soul searching!
- Getting organized
- Finding & managing time for research productivity
- Synergize & multitask
- Synergizing work and research goals
- Managing the research process
- Advice for productivity
Identifying Research Topics

- Stick to strengths & interests
  - Topics
  - Research methods

- Your interests inform research & publications
  - What are you drawn to in scholarly literature?
  - What topics do you seek out at conferences, workshops, webinars?
  - What are you curious about? Unhappy about? Happy about? Enjoy thinking about?

- Talk to presenters, colleagues, mentors

- Dig out papers from library school, other degrees
Examples of Areas for a Research Agenda (ACRL)

- Assessments
- Institutional Relationships
- Services & Collections
- Digital Preservation
- Scholarly Communication Systems (including Open Access)
- Library Administration & Education
ACTIVITY – Getting Ready to Write (More)

- What barriers do I have to writing? List 3
- What resources do I have to overcome these barriers? List 3
- What articles, topics, or books do I want to write? List 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?*
Getting Organized

- **Capture** ideas, topics, questions, thoughts...

- **Research notebook**
  - *Call for papers*
  - *Research To-Do List*
  - *Plans & target dates*
  - *Ideas etc. for future directions*

- **Research files (electronic or paper)**

- **Citation management tools**
Finding & managing time for research productivity

- Sharpen Time Management Skills
- Put 1st Things 1st (Covey, 1990)
## Setting Priorities – Time Management Matrix

<table>
<thead>
<tr>
<th>Urgent</th>
<th>Not Urgent</th>
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<tbody>
<tr>
<td><strong>I</strong></td>
<td><strong>II</strong></td>
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<tr>
<td><strong>IMPORTANT</strong></td>
<td><strong>ACTIVITIES:</strong></td>
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<tr>
<td>WRITING ON DEADLINE</td>
<td>WRITING</td>
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<td>Crises</td>
<td>Research</td>
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<td>Important calls, email</td>
<td>Planning</td>
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<td>Pressing problems</td>
<td>Relationship building</td>
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<td>Deadline-driven projects</td>
<td>Training others &amp; yourself</td>
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<td></td>
<td>Recognizing Opportunities</td>
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| **III**  | **IV**    |
| **NOT IMPORTANT** | **ACTIVITIES:** |
| Most email | Trivia |
| Interruptions | Busy work |
| Some calls | Social Media |
| Some reports | Some email |
| Proximate, pressing matters | Some phone calls |
| | Time wasters |
| | Pleasant activities |
Finding & managing time for research productivity

- Find your rhythm (what works for you?)
- Block time for research/reading/writing
- Utilize small amounts of time
- Break into incremental steps (baby steps)
- Set target dates (personal deadlines)
- Create a plan
- Have multiple projects at multiple stages
Only so many hours in the day!

- Rally support!!
- Build into your planning for tenure (set goals & target dates!)
- Discuss with your supervisor/Director, share your plan
- If necessary, negotiate for time!
  - Over committed?
  - Help with priority setting?
- Find out about release time or blocking time for research
- Think about where you are in the process and what time is needed
Planning Stages

- **The Beginning - Identify topic**
  - What has been done? Conduct literature review
  - Find gaps – What hasn’t been done?
    - *Identify research questions or possible hypotheses*

- **In the Weeds**
  - *Decide on method*
    - Read up on research method, read similar studies
    - Get training or consult mentor
  - *Identify resources*
  - *Set realistic parameters (exploratory?)*

- **Fun Part**
  - *Conduct study*

- **Time Intensive**
  - *Analyze*
  - *Write up results*

- **Fame & Fortune**
  - *Submit for presentation &/or publication*
Synergize & Multitask - Everything Does Double Duty

- Relate research to work-related projects
  - Got reports?
    - Publish on innovations
    - Pilot studies
    - Assessment activities

- Submit to professional conferences – poster, paper, panel.

- Convert to publication
  - Workshops into publication
  - Committee work into publication
  - Rework papers for different audience
  - Research methodology publication
Find a Mentor

- **Internal support?**
  - *Library colleague, who is productive?*
  - *Request internal mentor specifically for research*

- **Subject expert**

- **Former professor**

- **External support?**
  - *Look for librarian mentoring opportunities, e.g., LRRT Mentorship Program*
Advice For Boosting Productivity

- 1: Wait
- 2: Begin early
- 3: Work in brief, regular sessions
- 4: Stop
- 5: Balance preliminaries with formal work

(Boice, 2000)
Advice Continued

■ 6: Moderate over-attachment & overreaction

■ 7: Moderate negative thoughts

■ 8: Moderate emotions

■ 9: Let others do some of the Work (Collaborate!)

■ 10: Limit Wasted Effort
QUESTIONS?

THANKS!

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