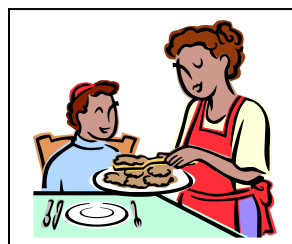
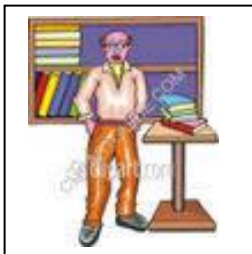


The Peak Performing Professor's Guide to Work Life Balance

Presented by
Susan Robison, Ph.D.



Tufts University
May 23, 201

MEET THE PRESENTER

Susan Robison, Ph.D.

Susan Robison, Ph.D. is a psychologist, author, and faculty development consultant. Susan’s Professor Destressor faculty workshops and coaching help faculty improve their time and stress management, leadership, work-life balance, productivity and communication skills. Her book, *The Peak Performing Professor: A Practical Guide to Productivity and Happiness*, has been selected by faculty book clubs all over North America. In addition to that book, published by Jossey-Bass in October, 2013, Susan is also the author of two leadership books (*Discovering Our Gifts* and *Sharing Our Gifts*), and a co-author with Barbara Walvoord et al. of a faculty development book, *Thinking and Writing in College*.

Susan recently served as a co-editor of a special issue on Coaching and Leadership of the *Journal of Excellence in College Teaching*. She is a frequent workshop presenter at higher education conferences and colleges and universities on “The Peak Performing Professor” and “The Academic Leader as Coach.” Her workshops have been described as “mind blowing,” “transformational,” and “life-changing.”

A former academic department chair and professor of psychology at Notre Dame of Maryland University, Susan has provided leadership consultation work with non-profits and maintained a clinical practice at the Center for Extraordinary Marriages where she is co-director with her husband of over 40 years.

For more information, contact

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ACTION STEPS

Please complete during or after the workshop:

Ah-ha	Action Steps	Deadline

PRETEST

What is your biggest challenge to your teaching well and leading a balanced life?

The triple threat professor:

Teach

Serve

Research/write

Your personal best

Patterns that prevent faculty from working at their best

Productivity and Happiness

Life as a Peak Performing Professor

Peak performers are effective and engaged through high productivity and high satisfaction. They do Great Work and live Great Lives by applying PACE practices.

1. Power yourself through a sense of meaning and purpose. “Why?”
2. Align your time and tasks with your sense of meaning and purpose to produce success in your work and in your life. “What?”
3. Connect to those in your spheres of influence who can help you increase your productivity and happiness. “Who?”
4. Energize your body, mind and spirit for a long career and a long and healthy life. “How?”

POWER YOUR IDEAL LIFE AND CAREER – THROUGH YOUR LIFE MANAGEMENT SYSTEM

Connect the dots of your life:

- Working and living from a sense of meaning and purpose: one of the best strategies for happiness and success.
- Align all of your activities to this sense of meaning and purpose.
- Apply Peak Performing Practices to all of your roles.

Construct your Pyramid of Power: foundation of meaning is the connection between purpose, mission, vision, and then goals.

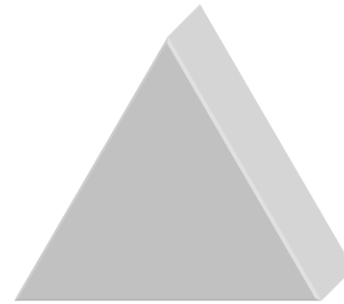
Purpose: What is the purpose of my life?

Mission: How do live my purpose?

Vision: What will result if I live my mission?

Goals: What do I do to attain my vision?

My purpose in life is: _____
_____.



Pyramid of Power

Mission: Answers the question, “What do I do to live out my purpose?” Match between who we are and what we are doing. (Jones)

1. Action words (3 verbs) (Others say about you)

2. What are your key core values (name 3-5)?

3. For whom do you do those actions (1-3 types or categories of people)?

Mission statement: (Laura Beth Jones)

Draft your personal mission statement

My mission is to _____, _____, _____ (action words) for/ to/ with
_____ (people or group), who want _____
_____ (your key value(s)).

Draft your career mission statement (they could be identical or slightly different)

My mission is to _____, _____, _____ (action words) for/ to/ with
_____ (people or group), who want _____
_____ (your key value(s)).

Once you have stated your purpose and mission, you can move to the next level, your vision.

*Many people who are absolutely sure of
what they want to do with their lives are
clinically crazy.*

Rick Jarrow

Vision: What would happen in the future if you live your purpose and mission? What would be happening in you, the people close to you, the world around you, your organization? How do you align your strengths and your career path?

Write it down, make it happen

*The difference between a goal
and a dream is the written word.*

Gene Donohue

Goals:

How then would you achieve this vision?

What do people with your mission and vision do?

Who do you need to help you? Mentors, coaches, etc.

What do you need to know to achieve your vision? Professional and personal development and continuing education.

How do you ask for what you need? What do you need to say “Yes” to and what do you need to say “No” to have room for the “Yeses?” Find your voice.

How do you estimate how to set up goals so you can complete them without frustration?

The Dream Book

- Develop a Dream Book or Wall to keep all your goals parked so that you can pick and chose which ones get your attention and other resources.
- Use it to tie together your vision and your goals.
- Group your goals into categories.
- Write vision statements in the present tense as overarching themes for each category.
- Divide book into vision sections with their goals.

Pages in the book

Purpose

Mission

Vision - Table of Contents

Goals – how to organize: categories under Vision Statements

-What to park in the Dream Book: Fantasies, dreams, goals, tasks

-How to accomplish goals: tasks, tasks, tasks

Chapters in the book**Vision Statements**

ALIGN YOUR ACTIVITIES TO YOUR PURPOSE AND EXPERIENCE WORK-LIFE BALANCE

Align

Time (Tasks)

Match to Pyramid of Power.

Money

Work from abundance.

Attention

Toggle switch instead of multitask.

Energy

Create it, store it, use it, repeat.

Habit is habit and not to be flung out the window by any man but coaxed down the stairs one stair at a time. Mark Twain

Discernment

Deciding to take on projects

1. Does it fit my long term goals and values (Pyramid of Power)?
2. What resources are needed? Do I have them, can I get them?
3. Is this the right time for this project?
4. What is the loss or gain of this opportunity in time, money, energy, and attention?
5. How do I get the time to do this project: get rid of current tasks or say “No” to other new opportunities?
6. Other??

Align your time with priorities to increase congruency

1. What priorities flow from my Pyramid of Power?
 - a. How could I best use my strengths?
 - b. Am I serving my “people”?
 - c. Does it fit my values?
2. What roles (projects) are most important to me at this time in the cycle of life?
3. What can be deferred to another time of life?
4. What are my top priority projects?
 - a. What activity will get me closer to my top projects (increased income, promotion, new job, happier marriage)?

- b. What is the next actionable step on my projects(s)?
- c. What do I need to develop or maintain mastery in my top priority areas?
- 5. On what time line do the projects need to be completed?
- 6. What projects if not done, will bring the most pain?
- 7. What are likely interferences and distractions?
- 8. Are the distractions better projects than the projects?
- 9. If not, how will I protect myself against them?
- 10. What is the barest minimum I can do to maintain appropriate standards in the lower priority areas of my life and work?
- 11. What would I really need to complete to feel satisfied about my productivity in this week (month, semester, year)?

Procrastination

What do you need to procrastinate to reach your top priorities?

Account to yourself and others

A. Accountability to yourself

You only have to be organized enough to be successful.

1. Backwards planning

Start with the end in mind (Covey) and plan backwards (Sher).

Goal	1/4	1/2	3/4	Final
Goal 1				

2. Track your mission: on the dream wall or dream book.

- Track priorities and tasks
- Know what to work on and in what order.
- Create a weekly to-do list.
- See at a glance where professional and personal projects intersect.
- Lower your stress by always knowing what is due when.

Tracking Systems

Directions: Track several projects simultaneously against timelines by writing the subgoals or action steps into the cells of this chart. The vertical column becomes a to-do list for each week. Highlight or put a slash through each cell (brags) when the tasks are completed. Cut/paste the uncompleted tasks (nags) one cell over. You can tell at a glance if you are on schedule for each of your projects. Once a week is complete you can strip that column off and archive it in an archive table for your quarterly or annual review. Add columns to the back end of the table to expand.

Goals/Time	May 28	June 4	June 11	June 18	Prkng lot
Goal 1					
Goal 2					
Goal 3					
Goal 4					

Systematize operations to save thinking time and brain space for higher order work. (Robison, 2013)

- Do after-action report after every class.
- Prepare for class after each class.
- Use a template approach to class prep and other recurring tasks.

Systematize repeatable tasks with CARS (Consistent Application of Reliable Strategies)

By repeating what works, you can use your time for creative ideas.

- Notes, tests, advising, letters of recommendations (McKeachie & Svinicki, 2013)
- Keep records of what works for next year's syllabus prep time.
- Use college's evals if required, otherwise design your own for more meaningful feedback (Shatz & Best, 1986).
- Concentrate on one major revision a year or semester depending on teaching load (use feedback, new texts, research, learning activities) (Drews et al., 1987; Robison, 2013).
- Have procedures for frequently occurring behaviors e.g. responding in class (Leonard, 1991).

B. Accountability with others

1. Buddy system
2. Mastermind group
3. Coach

(OPTIONAL): ENERGIZE YOURSELF BY STAYING SANER

Energize and sustain yourself for a long career and a long life by broadening and building your resilience: the resident ability to adapt to handle stress, change, and adversity even when you're not stressed. Human sustainability: most important ability - the ability to adapt.

Stay SANER:

Sleep Strive for 9; hit 8. Good sleep hygiene.

Attitude Healthy thinking; grateful, mindful; Set varied and realistic standards; Commit to something or someone outside of yourself; give to get

Attitude of gratitude

Perspective

Savoring

Satisficing

Nutrition Eat food. Not too much. Mostly plants. (Michael Pollan, *Food Rules*)

Exercise Move it or lose it. 20-30 minutes aerobic, a few minutes stretching and weights

Relaxation: Hit the brain-pause button. Stretch, relax, breathe every 90 minutes: 90/8/7/3 Rule; Electronic holidays; Hobbies: To balance, use a different modality from work (i.e. less sedentary, less reading, less intellectual)

Energize yourself, energize your students.

*Use limits and boundaries to lower your stress. How do you know the end of the work day?

*Set limits on your standards. How much is enough?

*Set limits on office hours including "electronic office hours." No "open door policy" – instead, post: open door hours - "the V.P. is in"

*Negotiate personal and organizational priorities by searching for a win-win.

*Pace yourself

*-Pace your assignments to your schedule.

-Use the semester breaks well.

-Define your workday with hard stops (Robison, 2013).

-Take some sabbath time.

*Assess clearly and simply.

Sytematize with CARS

(Optional) Class prep in one hour or less

Wrap up time

Look back at your biggest challenge: Did we answer that question?

What strategic action could you take that would make a difference in your work and life?

Add anything you want to remember to the table on page 3.

References available on request-

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Workshop follow-up from Tufts University PPP workshop 2018

I am interested in:

___ Receiving Susan's *Professor Destressor* quarterly eNewsletter.

___ Attending Susan's online seminar on Creating Your Ideal Life.

___ I have been thinking of working with a coach to work on increasing my own productivity and effectiveness. I would like to take Susan up on her offer of a ¼ hour complementary coaching session. My biggest challenge is _____

NOTES

(Please fill in the front and back of this tear off)

Contact info (please print legibly):

Name _____

Phone _____

Email _____