

Faculty Development Office
Faculty of Medicine and Health Sciences, McGill University

TIME MANAGEMENT ONLINE RESOURCES

Online Articles

Management for Doctors: Getting Started as a Medical Manager - BMJ Online

<http://www.bmj.com/cgi/content/full/309/6968/1563>

This article is about navigating the system as a doctor-manager.

Time Management Strategies for Academic Leaders

<http://www.facultyfocus.com/articles/faculty-development/time-management-strategies-for-academic-leaders/>

A Faculty Focus article on how professors can create a “time budget.”

Mentor Memo: Time Management - Inside Higher Education

<http://www.insidehighered.com/advice/mentor/domke>

An application of Covey’s strategies in time management for the academic world.

Academic Productivity - How Do the Best Professors Work?

Article: <http://www.academicproductivity.com/2007/how-do-the-best-professors-work/>

Homepage: <http://www.academicproductivity.com>

An article on a student’s observations regarding his most productive professors. The website offers several interesting ideas on how to remain productive in an academic environment.

First Person: Lessons in Time Management - The Chronicle of Higher Education

<http://chronicle.com/jobs/news/2003/12/2003121601c.htm>

A journal article on how to time manage in academia.

Life Balance: 17 Tips from Doctors for Doctors

<http://www.aafp.org/fpm/20010600/60life.html>

An article for family doctors on balancing their work and home lives.

Ten Time Management Tips for Family Physicians - Family Medicine

<http://www.pubmedcentral.nih.gov/articlerender.fcgi?artid=359424>

Ten practical tips for family physicians seeking to better manage their time.

The Effective, Efficient Professor - Chemical Engineering Education

<http://www4.ncsu.edu/unity/lockers/users/f/felder/public/Columns/Wankat.html>

An article describing how to become a successful faculty member at a research university.

Time Management Skills - Medical Center, University of Kansas

<http://www.kumc.edu/som/medsos/tms.html>

A series of tips in time management for medical students, but many of these may be applicable to medical teachers as well.

Lifehacker – Debunking the Myth of Multitasking

Article: <http://lifehacker.com/5041144/debunking-the-myth-of-multitasking>

Homepage: <http://www.lifehacker.com>

More Time Management Articles: <http://lifehacker.com/tag/time-management/>

Lifehacker is a popular website about tips and downloads for getting things done. This interview with one of its founders discusses the ways in which technology can facilitate—or hinder—multitasking. The Lifehacker is full of useful information on using technology to better facilitate time management.

Tip: 10 Realizations for Productivity & Making Ideas Happen from Behance Magazine

<http://www.behancemag.com/Tip-10-Realizations-For-Productivity--Making-Ideas-Happen/5745>

Behance is a company that designs products and services to help “the creative world” make ideas happen. This article from their blog offers 10 tips on streamlining project management.

Zen Habits - Seven Productivity Tips for People that Hate GTD

Article: <http://zenhabits.net/2009/04/seven-productivity-tips-for-people-that-hate-gtd/>

Homepage: <http://www.zenhabits.net>

Zen Habits is about achieving personal and professional goals. This article contains productivity tips for those who are not fans of David Allen’s “GTD” (Getting Things Done) philosophy.

LifeDev - Never Check Your E-mail First or Last

Article: <http://lifedev.net/2006/08/never-check-your-email-first-or-last/>

Homepage : <http://lifedev.net>

This article explains the most and least productive times for checking e-mail and why. LifeDev contains a lot of information on empowering creative people to be more productive.

12 Tips for Better E-mail Etiquette - Microsoft

<http://office.microsoft.com/en-us/outlook/HA012054101033.aspx>

Rules to streamline the sending and receiving of e-mail.

Rules for Proper E-mail Usage

<http://en.kioskea.net/contents/courrier-electronique/regles-bon-usage-messagerie.php3>

Guidelines for sending and receiving efficient e-mails.

Free Software

Rescue Time, Free Time Management Software

<http://www.rescuetime.com/>

This is a free web-based time management tool that tracks how users spend their computer time. It offers users the opportunity to see how efficiently they are using their computer time and set goals for upcoming weeks.

Remember the Milk

<http://www.rememberthemilk.com/>

Remember the Milk is an online to-do list and task organizer. It can be synced with numerous handheld devices, create a map of the location of your tasks, use keywords to tag tasks, send e-mails and text messages to remind users about upcoming deadlines and let users prioritize tasks.

Nozbe

<http://www.nozbe.com>

Nozbe is similar to 'Remember the Milk' but offers file hosting and facilitates easy printing of task lists.

Isolator

<http://willmore.eu/software/isolator/>

Isolator is a Mac toolbar widget that, when activated, blocks out everything on screen except the task at hand.

Dropcloth

<http://lifelhacker.com/software/distraction/lifelhacker-code-dropcloth-windows-245774.php>

Dropcloth is similar to 'Isolator', but for PCs running on Windows.

Diigo

<http://www.diigo.com/>

Diigo is an online tool that allows users to bookmark websites while saving their content, as well as location. Users can create resource groups to share information, create sticky notes and highlight text, essentially turning websites into paper resources by displaying whatever notes one would make in the "margin." Diigo saves all of this information and is accessible PCs or iPhones.

TreeSheets

<http://treesheets.com/>

TreeSheets is a free project management tool that keeps track of to-do lists, spreadsheets, written text, research, mind-mapping and calendars.

Videos, Podcasts and Other Online Media

“Time Management” by Randy Pausch

Video: <http://video.google.com/videoplay?docid=-5784740380335567758>

PowerPoint slides: <http://www.cs.virginia.edu/~robins/Randy/RandyPauschTimeManagement2007.pdf>

Downloadable audio track: <http://www.virginia.edu/uvapodcast/newspopup.php?submit=true&id=631#>

Famous professor of the “Last Lecture” phenomenon, Randy Pausch of Carnegie Mellon University advises students and colleagues how to manage their time.

Productive! Magazine

Downloadable PDF of November 2008 Edition: <http://www.productivemagazine.com/download>

Website: <http://productivemagazine.com/>

The November 2008 edition of Productive! Magazine contains articles on finding happiness at work, improving productivity, achieving goals, and several tips for eliminating tasks, getting things done and sticking to a schedule.

Productivity Hacks

Twitter: <http://twitter.com/ProdHacks>

Follow Productivity Hacks on Twitter for 140-character-or-less suggestions on improving productivity delivered straight to you.

The GTD Mastery 100: Checklist for Greatness

<http://gtdmastery100.com/>

Online checklist to see how many of the 100 “Getting Things Done” tips you have accomplished.