Balancing teaching and research workloads

- **Identify what is expected of you** in terms of effort and priority. How are you evaluated by your department and supervisor?

- **Plan proactively!** Think long-term (year/term) as well as weekly and daily.

- **Use calendars.** Colour-coding might help visual thinkers; try other methods to find what works for you. Creating repeat appointments for research can help to **protect your time** from other tasks creeping in.

- **Track your activity** to see if you're sticking to your plan, and regularly review to see if you need to adjust your plans or the way you work. There's no point scheduling research time early in the morning if you actually work better later in the day, and vice versa.

- **Try time management systems**, like 'Getting Things Done' or 'Pomodoro', to help you break down and get through the tasks you need to do.

- **Budget time for yourself**! It's important to maintain a work-life balance so you don't burn out.

- **Set SMART goals** – Specific, Measurable, Achievable/Agreed, Realistic/Relevant, Time-bound

- **Bring your research interests into your teaching** – share your passion with the students.

Reflective report on 2016 Statistics conference