



Extreme Productivity

by Robert Pozen

Dr. Patrick O'Neal

Focus on the Final Product

- Articulate and prioritize your goals
- Match how you spend your time to your goals
- Consider supply and demand
 - ▣ Supply: What you are good at
 - ▣ Demand: What others want
 - ▣ Diagnose mismatches
- Don't support the office culture of "face-time"

Don't Sweat the Small Stuff

- ❑ Discard most of the emails and letters you receive
- ❑ Respond immediately to important requests (because you don't want to waste time coming back to this)
- ❑ Only multitask during low priority items
- ❑ Avoid micromanagement
- ❑ Learn how to deal with, or get around, bureaucratic impediments that force you to spend too much time on low-priority tasks

Efficient Meetings

- Do you need a meeting? Would a phone call or email suffice?
- Reasons for meeting: (1) Personal relationship or (2) debate or (NO!) share information
- Feel free to decline meetings, perhaps by explaining your workload
- Meeting Components: Clear agenda, 10-15 min context presentation, debate, summarize conclusions and next steps
- Avoid distractions

Managing your team

- Delegate low priority goals, but set broad goals for subordinates, suggest that they set success metrics
- Personally recruit or select your top reports
- Provide employees with support and resources
- “Celebrate” well-intentioned mistakes, but don’t tolerate repeated errors or ethical lapses

Managing your boss

- ❑ Know your boss's management style: inventive, empathetic, cautious, and obsessive
- ❑ Agree with your boss about priority of tasks
- ❑ Take the initiative to list accomplishments to your boss
- ❑ Be loyal; make your boss look good to their supervisors
- ❑ Don't jump the chain of command without notification

Balancing home and work

- Be assertive at work to obtain flexibility
- When you are with your family, avoid all but the most critical interruptions from work
- Separate work and home
 - Create a separate “work” space
 - Use “rites of passage” for transition

Discussion

Email:

advance@latech.edu

□ Web: www.advance.latech.edu

ADVANCE^{ing}
FACULTY PROGRAM

Creating a culture of success for women in engineering and science

Home OWISE Office COES Contact Us

Programs

- Home
- Mentoring Program
- Faculty Lunch at the Ropp
- Grant Writing Program
- Executive Coaching Program
- Distinguished Lectureship Program
- Training Modules for Administrators and Faculty
- Career Networking Awards
- Career Development Workshops
- Women in STEM Awards Banquet
- OWISE Office
- Newsletters
- OWISE Library
- Accomplishments
- Presentations

External Links

- WEPAN Knowledge Center
- ADVANCE Portal
- NSE ADVANCE Program
- Women in Engineering ProActive Network (WEPAN)
- Society of Women Engineers (SWE)
- Association for Women in Science

People

- Project Team
- Internal Advisory Board
- External Advisory Board

Welcome to the ADVANCEing Faculty Program Overview

The **ADVANCEing Faculty Program** in the College of Engineering and Science (COES) at Louisiana Tech University strives to create a culture of success for women in science, technology, engineering and mathematics through a college-wide, systemic, sustainable approach. This approach provides a framework and resources to educate and enable all faculty to participate in a supportive work environment that enhances job satisfaction, research productivity and retention.

The **goals** of the ADVANCEing Faculty Program are to:

- 1) strengthen the **climate** by reducing isolation of faculty, instituting faculty training and mentoring programs, and examining worklife policies;
- 2) increase **retention** of faculty, through increased research successes, career networking, and exposure to role models;
- 3) enhance management training, as well as **promotion and leadership** opportunities, for faculty.

The ADVANCEing Faculty Program includes the following components: Faculty Lunches, Training Modules for Administrators and Faculty, Mentoring Program, Worklife Policies for Life Transitions, Grant Writing Program, Career Networking Awards, Distinguished Lectureship Program, Executive Coaching Program, Career Development Workshops, and a Women in STEM Awards Banquet.

The ADVANCEing Faculty Program is supported by a National Science Foundation (NSF) Partnership for Adaptation, Implementation and Dissemination (PAID) Grant under NSF's ADVANCE Program.

For more information on the ADVANCEing Faculty Program, click [here](#) or contact the Office for Women in Science and Engineering (OWISE) at 318-257-2101 or advance@latech.edu.

WEPAN 2012 Conference Negotiation Workshop

- [Negotiation Basics and Tips from the Trenches](#)
- [Negotiation Scenario in Department X- Handout-1](#)
- [Strategies for Successful Negotiation- References](#)

Marisa Orr
Assistant Professor, Mechanical Engineering

Research Interests:
Student persistence and pathways in engineering, academic policy, student-centered active learning, terramechanics.