
THE MYTH OF WORK-LIFE BALANCE...

*Managing the Work without
Losing It*

Tamara Bertrand Jones, Ph.D.
Florida State University Higher Education Program Orientation



got purpose?



From www.blog.whitneyenglish.com



**TIPS FOR VICTORY:
MANAGING THE WORK
SO IT DOES NOT
OVERTAKE YOUR LIFE**



MANAGING THE WORK

Learn yourself.



MANAGING THE WORK

**Learn the
language of the
tribe.**



Original Idea from Dannelle Stevens

MANAGING THE WORK

**Determine/Align
your purpose &
your work.**



MANAGING THE WORK

Identify tasks to accomplish.



FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Normal Page Break Preview Page Layout Custom Views

Workbook Views Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes

Split Hide Unhide View Side by Side Synchronous Scrolling Reset Window Position

Switch Windows

A17 : X ✓ fx Project

1	2	3	4	5	6	7	8
A	B	C	D	E			

Overall Semester Goals				
2	Submit Chapter on Mentoring & Retention Revisions	9/1	Completed	
3	Submit Chapter on Peer Mentoring	9/1	Completed	
4	Develop Tenure Statement Draft	9/15	In Progress	
5	Submit CRE Sr. Evaluators Case Study Article	9/30	In Progress	
6	Black Women in Higher Education Lecture	10/1	Completed	
7	Complete MSI Program Guide	10/15	Completed	
8	Submit ES Transition Article	10/31	Completed	
9	Submit BF Mentor Characteristics Article	11/10	In Progress	
10	Submit RBC Model of Socialization Article	12/15	In Progress	

Personal Development Projects				
13	Write 30-60 minutes daily			
14	Read 1 article/chapter for class/manuscript preparation daily			
15	Commit to at least 1 hour of personal development-planning weekly			

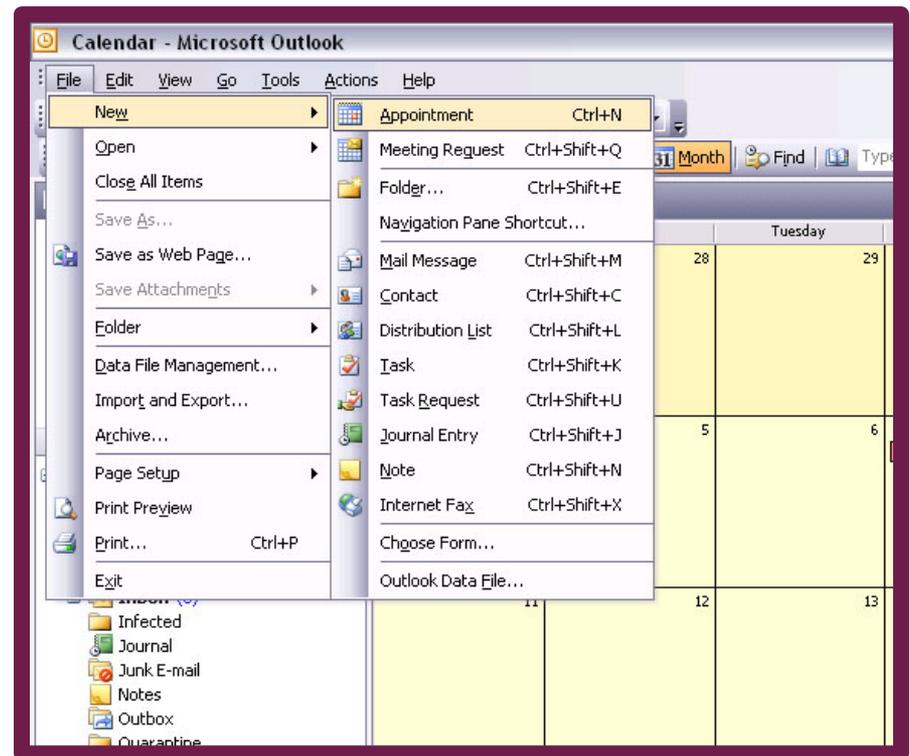
Project	Black Women in Higher Education Lecture	Due	Assigned	Status
29	USF Lecture Identity Topics; Outline Speech	9/8	TBJ	Completed
30	USF Lecture Develop slides; Choose images	9/10	TBJ	Completed
31	USF Lecture Develop notes for slides	9/15	TBJ	Completed
32	USF Lecture Draft presentation/notes due; Practice	9/26	TBJ	Completed
33	USF Lecture Practice with LOL or other	9/27	TBJ	Completed
34	USF Lecture Present at USF	10/1	TBJ	Completed

Project	RBC Data Analysis	Due	Assigned	Status
---------	-------------------	-----	----------	--------

Research & Writing Comp. Tasks Spring In Progress 9.5-9.12 9.14-9.21 9.29-10.4 (+)

MANAGING THE WORK

**Schedule a set
time for
essential tasks.**



MANAGING THE WORK

Use a timer.

15:00

MANAGING THE WORK

**Expect
challenge.**



MANAGING THE WORK

Now...Write.



MANAGING THE WORK

Celebrate!
Victories big and small...





ACKNOWLEDGMENTS

DANNELLE STEVENS, PORTLAND STATE UNIVERSITY

WWW.BLOG.WHITNEYENGLISH.COM

[NATIONAL CENTER FOR FACULTY DIVERSITY](#)

