

How many hours do  
you work in an  
average week?

2014 UCU Survey:

41% over 50 hours

15% over 60 hours



A dark teal thought bubble with a white question inside. The bubble has a scalloped edge and a small tail at the bottom. The text is in a white serif font.

Do you achieve  
everything you  
set out to?

What are your priorities  
in the next 5 years?



In the next year?



In the next week?

# Things To Do



# Autopilot

A photograph of a twin-engine jet airplane on a runway at sunset. The sky is a vibrant orange and yellow. In the foreground, the nose of another aircraft is visible on the right side. The main aircraft is centered in the middle ground, facing the viewer. The overall scene is a metaphor for autopilot.

Are you on auto pilot? Do you say yes without really thinking it through?

# Analysing



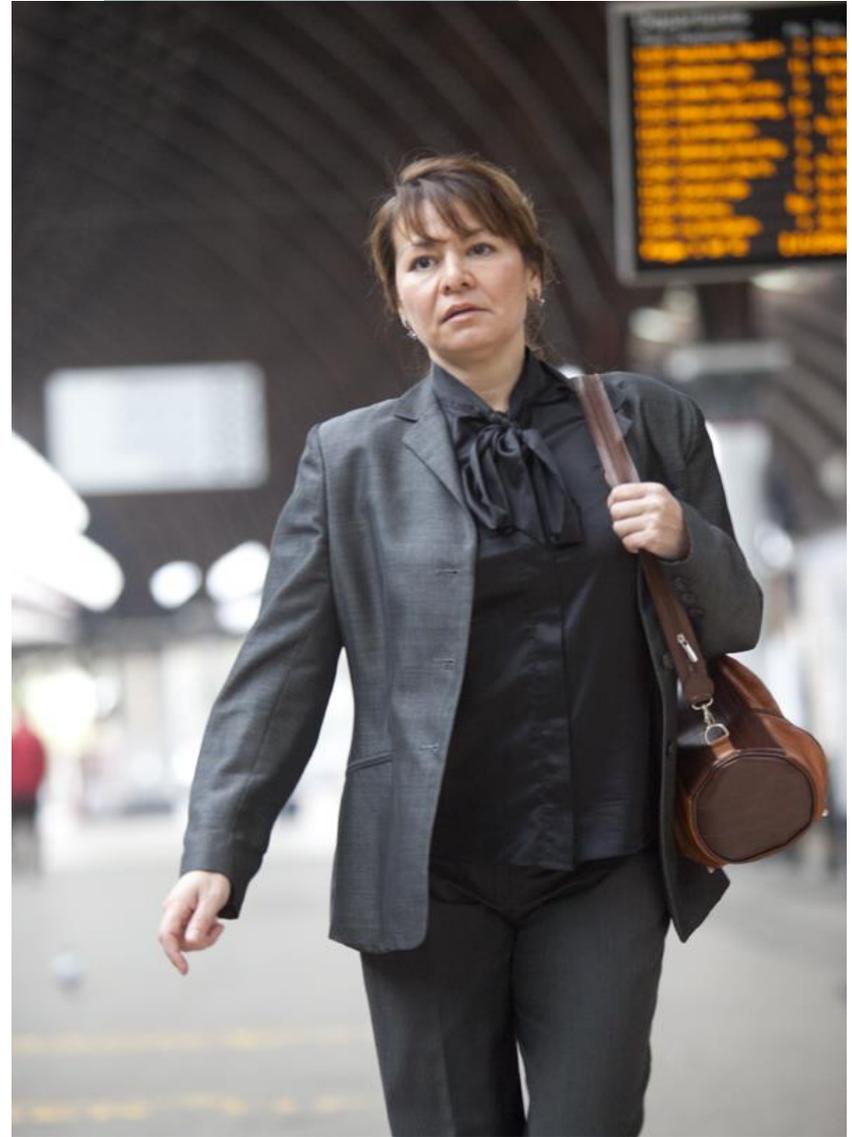
Too many thoughts  
washing round and  
round in your head ?

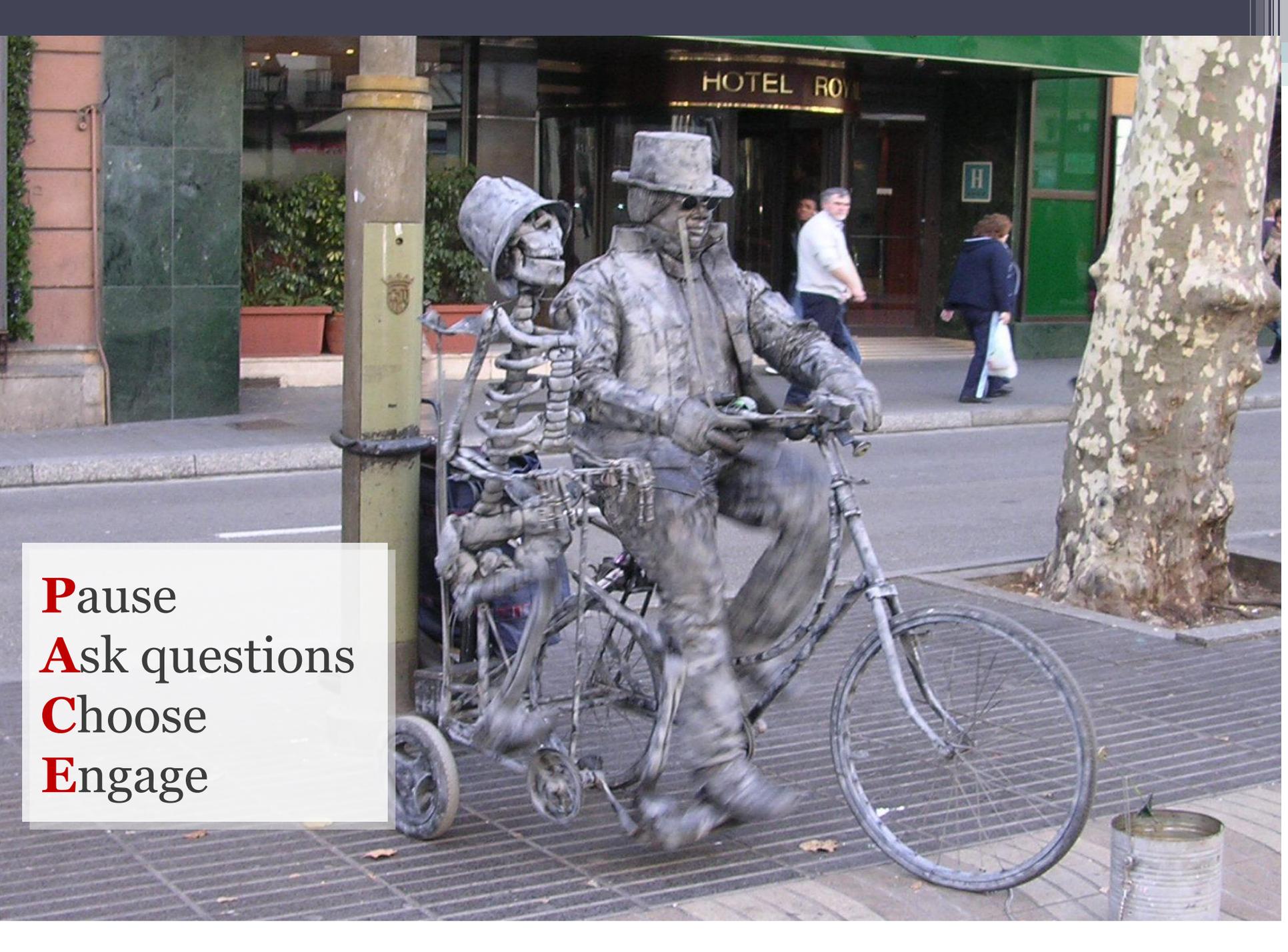
# Striving...

I must .....

I should .....

I ought to .....





**P**ause  
**A**sk questions  
**C**hoose  
**E**ngage

Avoid the instinctive response  
– take time out



What is the time commitment  
and when?



Looking at my diary when will  
I do this?



Why would I say yes?

# Opportunities Anonymous

‘An urgent opportunity is usually someone else’s problem.’

‘All baby opportunities are cute: imagine this opportunity as a teenager.’

‘Let sleeping opportunities lie.’



# Guidelines

- Talks
- Postgrads
- Committees
- External reviews
- ??????????

SAYING .....

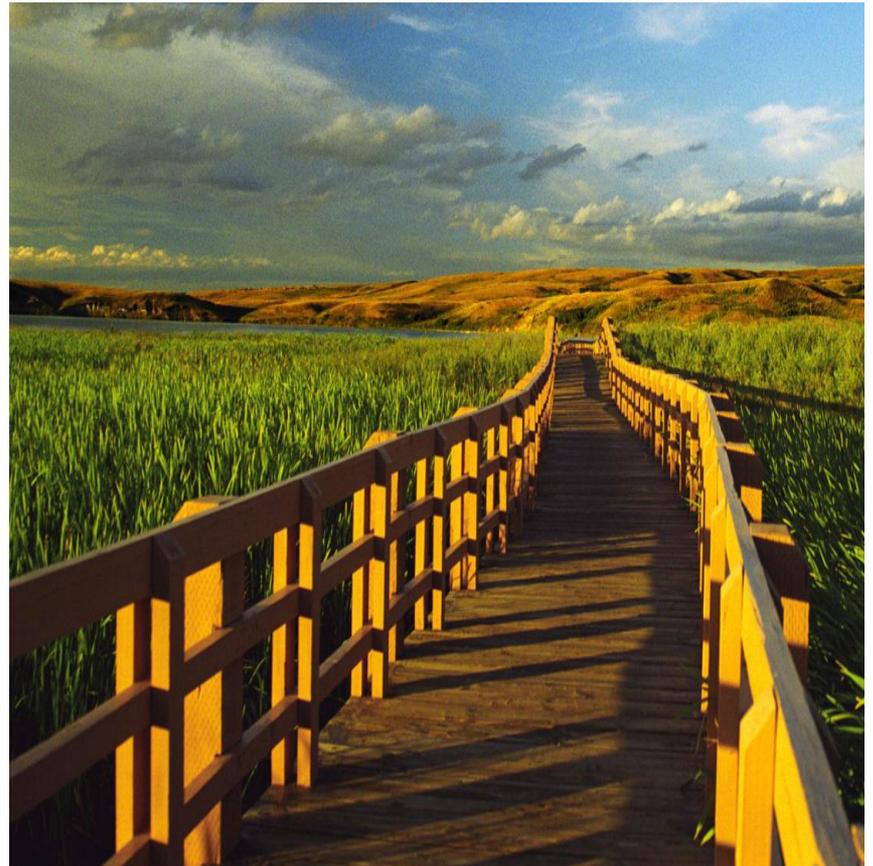


.....Nicely

## **Emotional Brain – fast road**

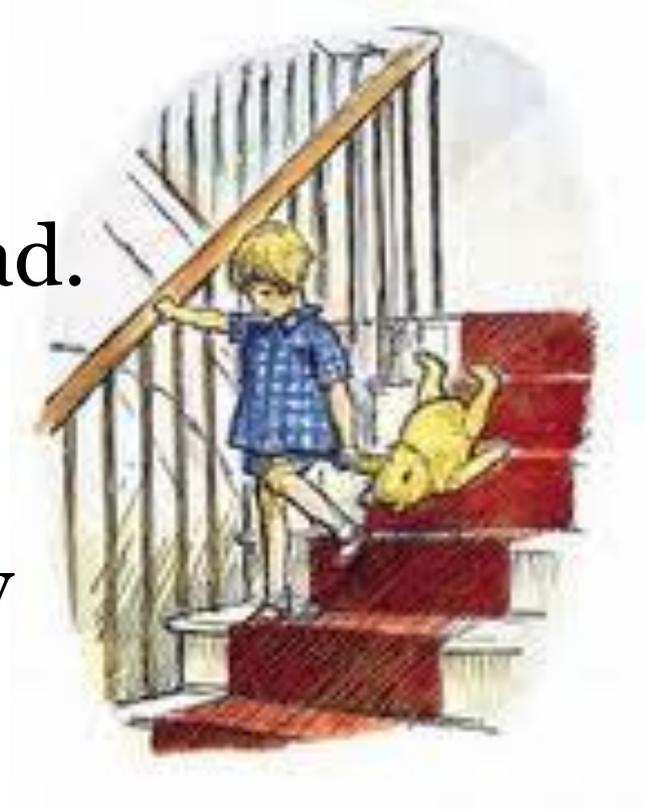


## **Rational Brain - slow road**





‘Here is Edward Bear now coming downstairs on his head. Bump, bump, bump behind Christopher Robin. It is as far as he knows, the only way of coming down.’



A.A.Milne

A habit is a routine  
behaviour that is repeated  
regularly and tends to occur  
unconsciously.

66



# Establishing new habits:



- Monitoring
- Scheduling
- Accountability