Balancing Academic Aspirations and Clinical Service

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Objectives

- Evaluate how your time is spent
- Manage/prioritize your schedule
- Set long-term and short-term goals
- Create a plan
- Set realistic expectations
- Find the tools to help manage your time
Academic Success

- Time management
- Strategic planning
- Negotiation
- Mentorship
Negotiations

• **Know what you want**
  • What do you want your professional legacy to be?

• **Know what you bring to the table**
  • Negotiating without leverage is requesting!

• **Go beyond the basics (e.g. salary, benefits, etc.)**

• **Get the best starting structure**
  • E.g. protected research time

• **Research!**
  • Check the climate
  • Will the institution support your long-term goals?
Where does the time go?

- Align how we spend our time with our priorities and goals
- New faculty tend to have a disconnection between time and priorities
- If you don’t plan your time, someone or something else will stake a claim to it
Time Management
Time Management

Context switching

- Inability to focus
- Increased stress
- Decreased productivity
Strategic Planning

You

Your goals
**Strategic Planning**

- **3-5 Years**
  - Have a trajectory in mind!

- **Annual**
  - Have a broad list of goals you want to achieve:
    - Professional (# of papers, projects, etc.)
    - Personal (travel, fitness, mental health, etc.)

- **Quarterly**
  - Manageable and actionable items

- **Weekly/Daily**
  - Current demands on your time
  - Make time on your calendar for tasks related to your goals
Strategic Planning: Weekly Plan

- Split big tasks into digestible bits
- Slow and steady progress
- Reflect on your progress monthly

Set up schedule skeleton ~5min

• Basic structure: Clinic, research, teaching, etc.

Brain dump ~5-10 min

• It’s ok to move things to next week!

Put tasks in your calendar ~15 min

• Be reasonable about how long it takes to do a task
Strategic Planning

You do not rise to the level of your goals. You fall to the level of your systems.

– James Clear, Atomic Habits
Thank You!