CRA Career Mentoring Workshop

Session on Time Management and Family Life
Ellen W. Zegura (GT)
with Greg Morrisett (Harvard)
My story

• 1983-1993 – student at Washington University, St. Louis
• 1992 – got married (Dan, an attorney)
• 1993 – finished DSc in CS and started as assistant professor at Georgia Tech in College of Computing
• 1998 – turned in tenure materials and had baby (Carmen)
• 1999 - got promoted to associate professor with tenure
• 2000 – became Assistant Dean in charge of Space
• 2001 – designed a building and had baby (Bethany)
• 2002 – became Interim Dean
• 2003 – became Associate Dean and went up for full professor
• 2005 – became Division then School Chair of CS
• 2011 – Selected as Fellow of IEEE and ACM Fellow (2012)
• 2012 – stepped down as Chair, took first sabbatical
One piece of advice

• A wise man once sent me a book....

*How to get control of your time and your life*,
Alan Lakein, Signet 1974

First sentence: “Time is life.”
Greg Morrisett

- Started grad school @ CMU, 1989
- Husband to Tanya, 1994
- Carnegie Mellon, PhD 1995
- Cornell, Asst.-Assoc. Prof., 1996-2003
- Father to Amy, 1997
- Father to John, 1999
- Sabbatical at MSR (Old) England, 2002-3
- Harvard, Prof., 2004-present
  - Assoc. Dean for CS & EE, 2007-10

- Research: security, programming languages, formal methods, compilers, etc.
Some Lessons Learned

• Don’t put your life on hold for tenure.

• Schedule and bound your work and non-work time.

• Life is full of (hard) tradeoffs. Pick concrete times to reevaluate your balance.
Time and Life Management Tips

• Do the most important thing first in the morning, then it matters less what happens the rest of the day.
• Find a place where you can focus and get work done, possibly away from home and office, such as a coffee shop. Go there often.
• Recruit a “no” buddy and run all requests for internal and external service by your no buddy.
• Identify activities that are important but not urgent and schedule them, otherwise they may never get done.
• Exercise.
• Do only the minimum for things you must do that aren’t worth doing. (“if it’s not worth doing, it’s not worth doing well”)
• Exchange money for time by paying others to do things. Save your time for the things only you can do.
• Send less email. You will receive less email that way.
• Plan on multiple time horizons. Connect the short term plans to the long term plan.
• Buy the book, *How to get control of your time and your life*, Alan Lakein, Signet 1974