

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