

TIME MANAGEMENT FOR ACADEMIA

Tips and Tricks for Productivity

2025

NTK

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academic coach

with a green heart

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GOAL OF THE WORKSHOP

To improve our planning and our time management when it comes to publications, research projects and other academic duties.

Which of the following statements relate to you:

- 1** Are you overwhelmed?
- 2** Are you lacking publications?
- 3** Are you stuck in your writing, not knowing where to continue?
- 4** Are you disorganized and therefore less productive?
- 5** Other.

Part 1.



- **checking expectations**
- **bigger questions before time management**
- **8 tools of time management**

Part 2.

- **3 reasons of academic procrastination**
- **3 tricks to win**
- **inner barriers to success**
- **plan your experiment**

Principles

- **the more I give, the more I receive**
- **we´re equal**
- **we´re inspiring each other**
- **we´re open**
- **we´re closed**
- **CONTENT - COACHING - COMMUNITY**



**What do I need to get from this
workshop, really?**

2 minutes on your own

30 seconds intro:



- **my name/uni/year of study**
- **what I need from this
workshop**

Authentic Efficiency

What do you imagine under this title?

Action without vision is only passing time,

vision without action is merely day dreaming,

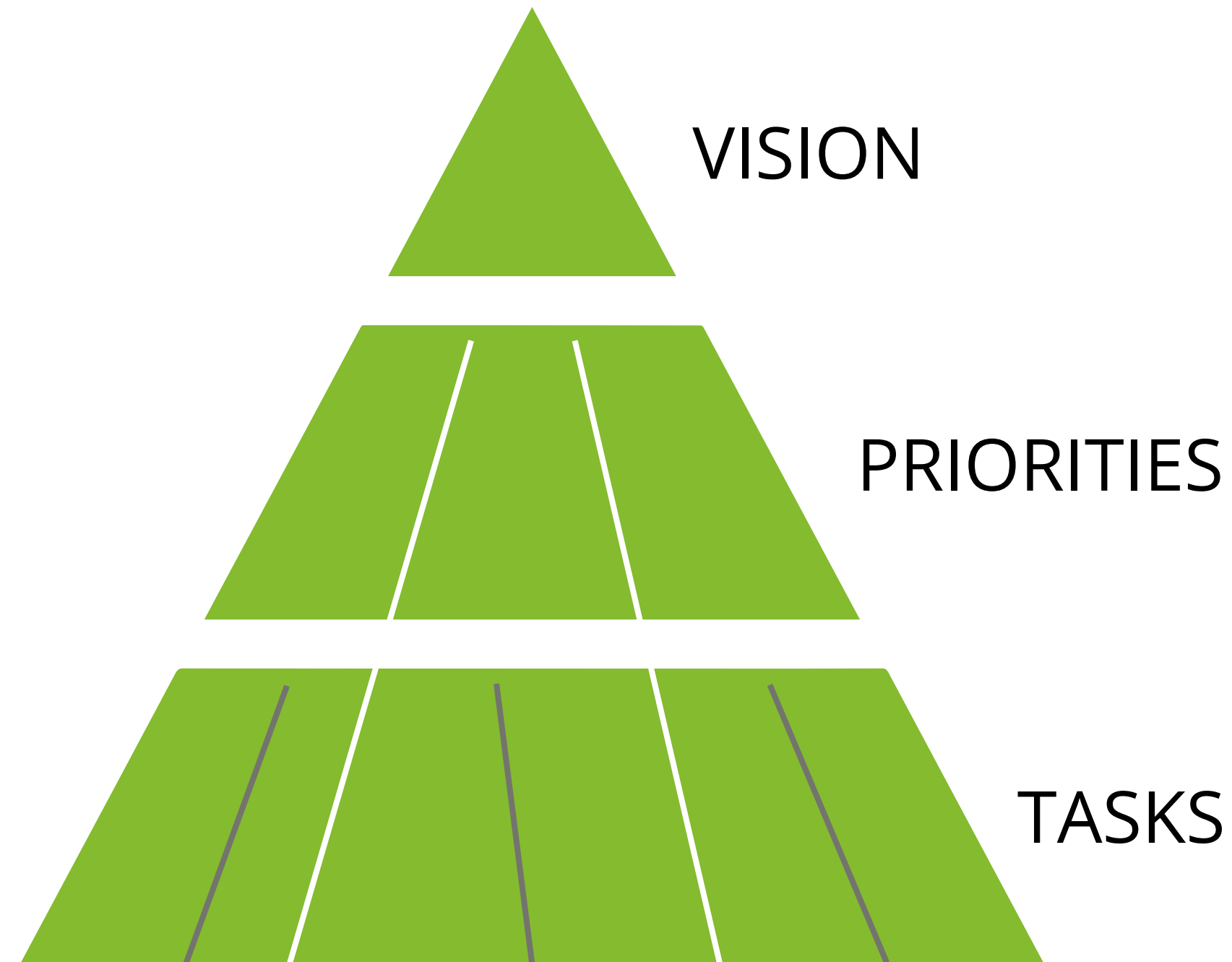
but vision with action can change the world.

Authentic Efficiency

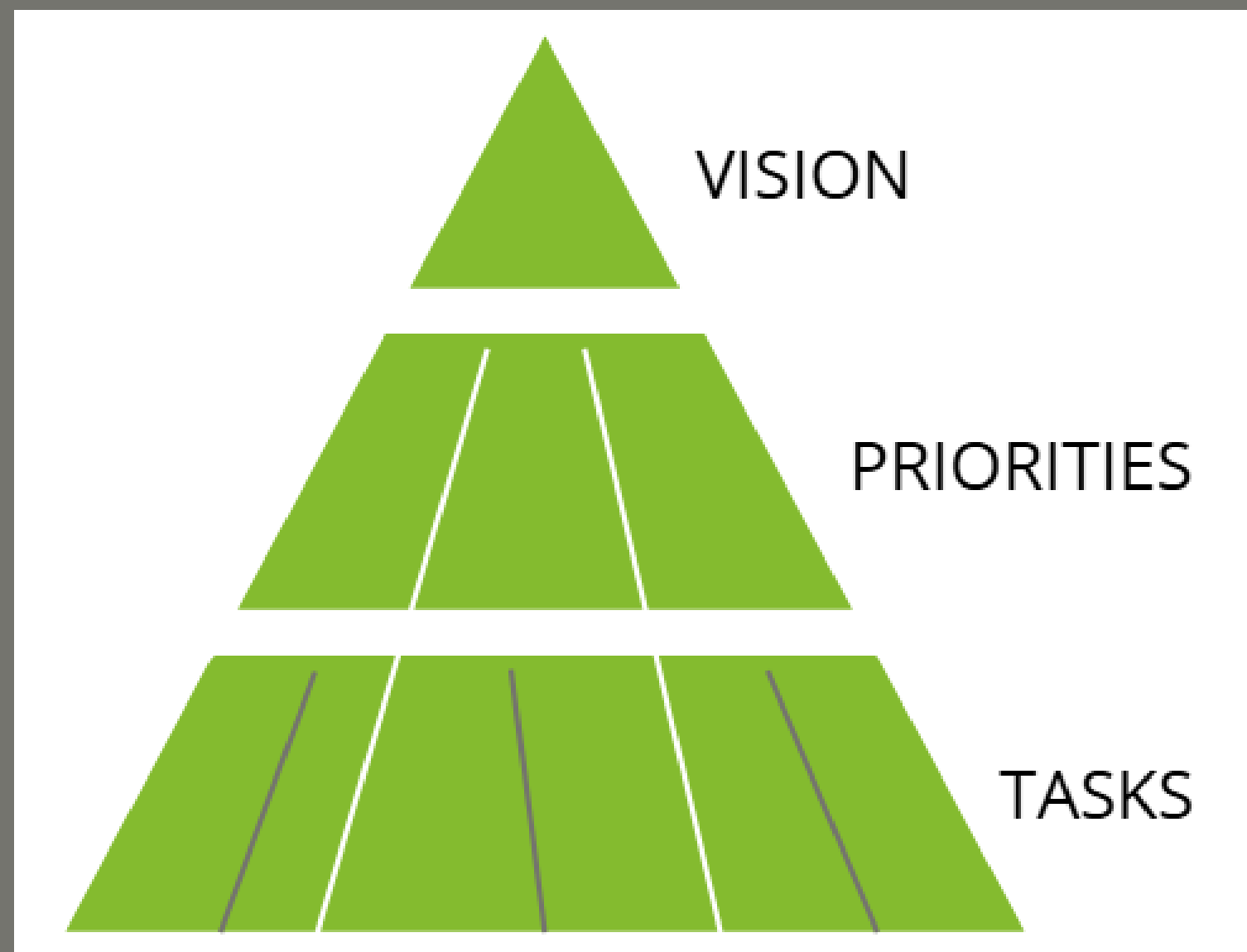
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Nelson Mandela

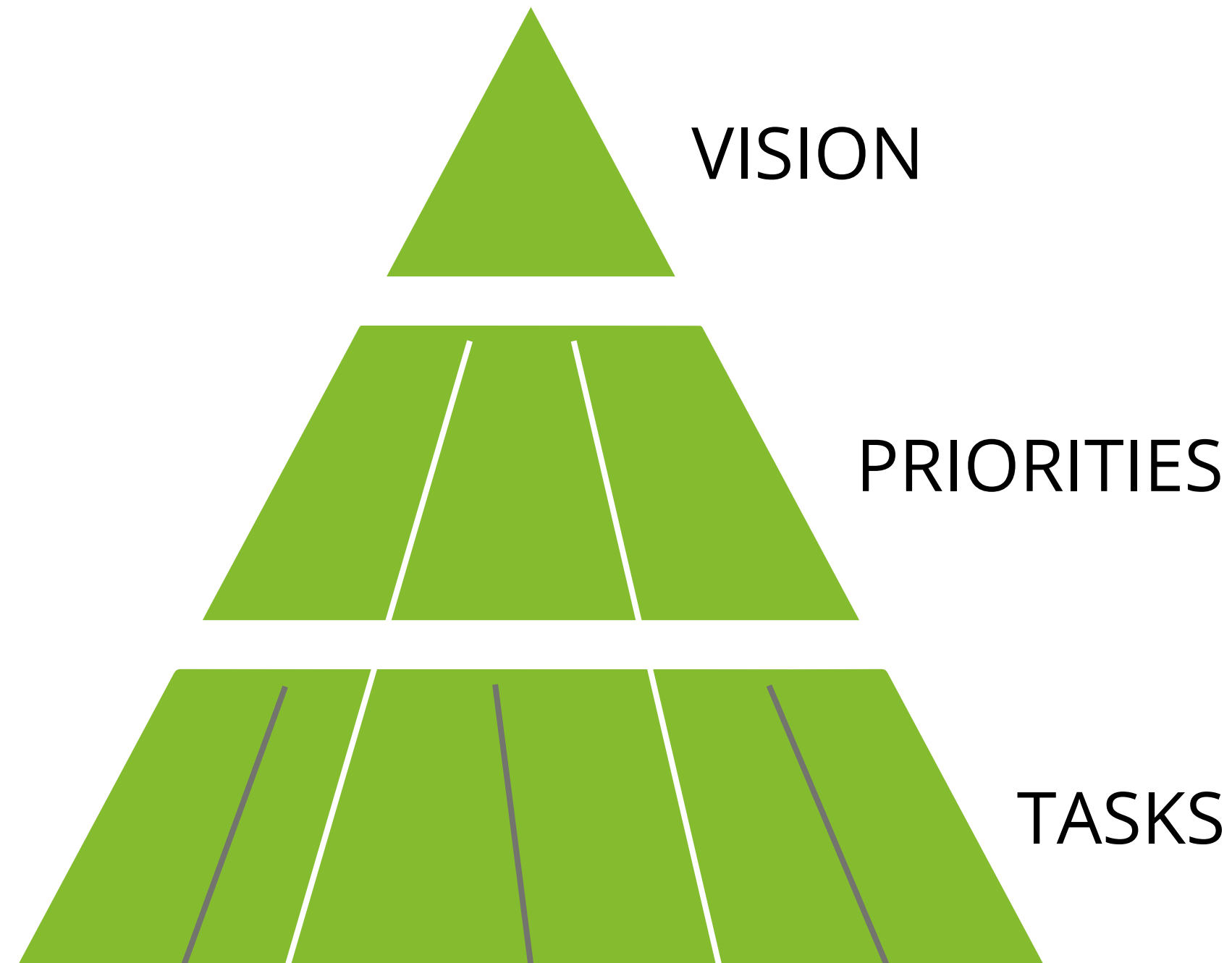
Authentic Efficiency and Strategic Planning



An example



Authentic Efficiency and Strategic Planning



Self- Management Steps

Collect > Organize > Design

My Roles in Life

Father

Husband

Team leader

Employee

Taxpayer

Coach and trainer

Neighbour

Musician

Gardener and Builder

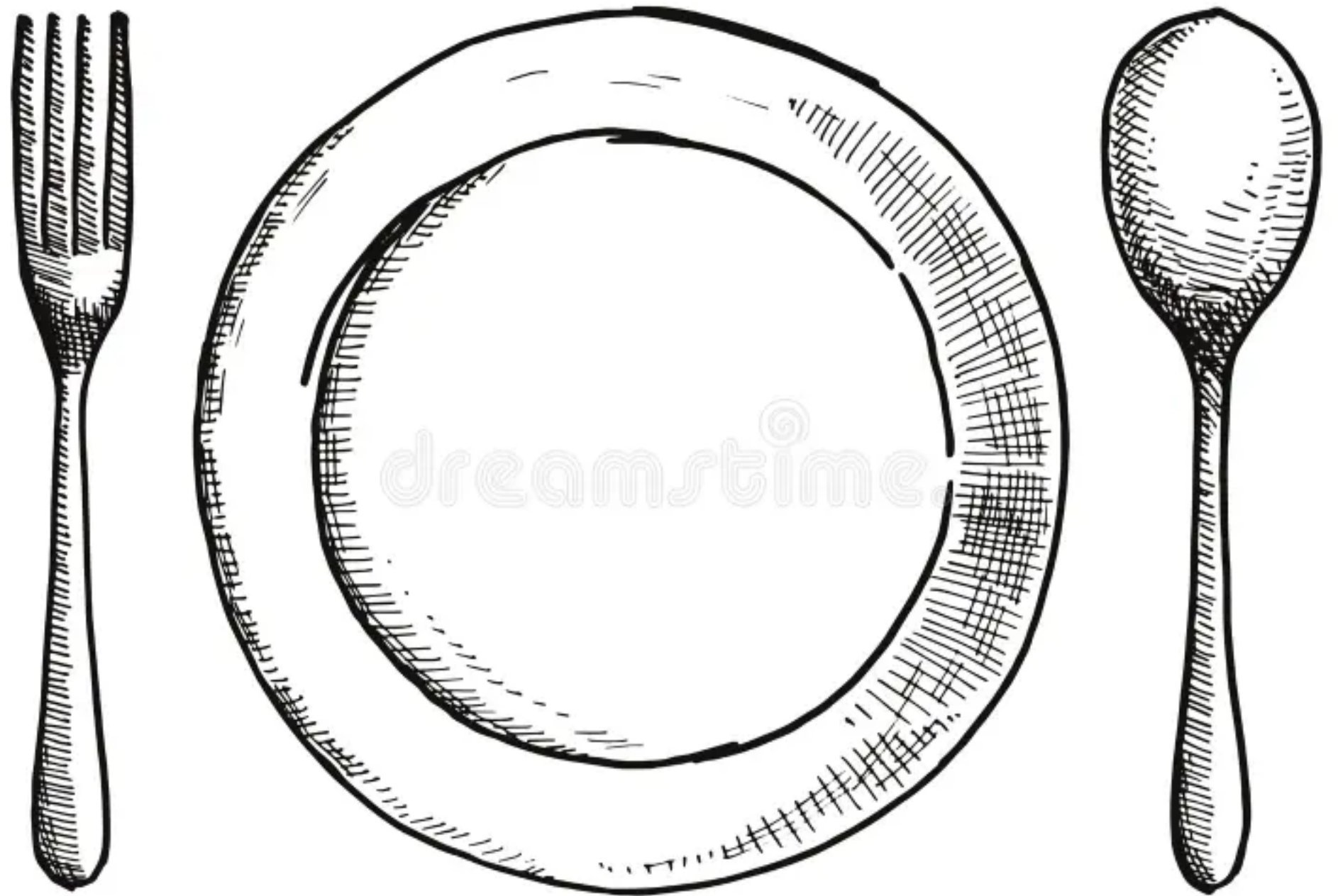
Dog's master

Local civic association head

...

3 minutes on your own

What's on
my plate
right now?
(tasks,
wishes,
duties)

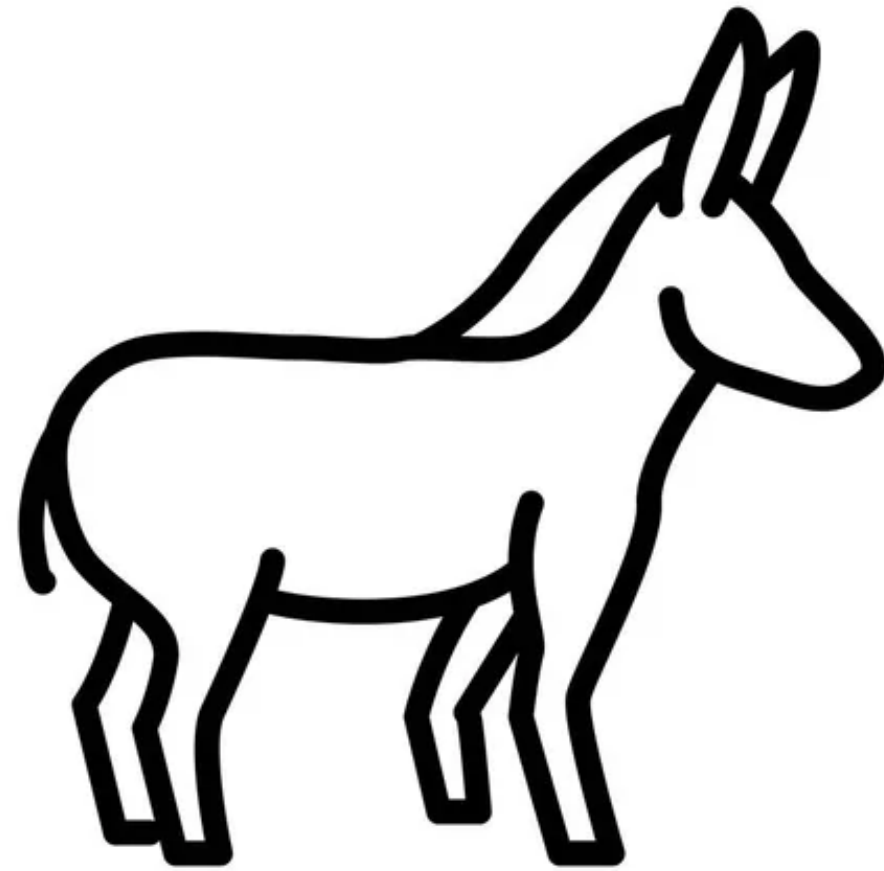


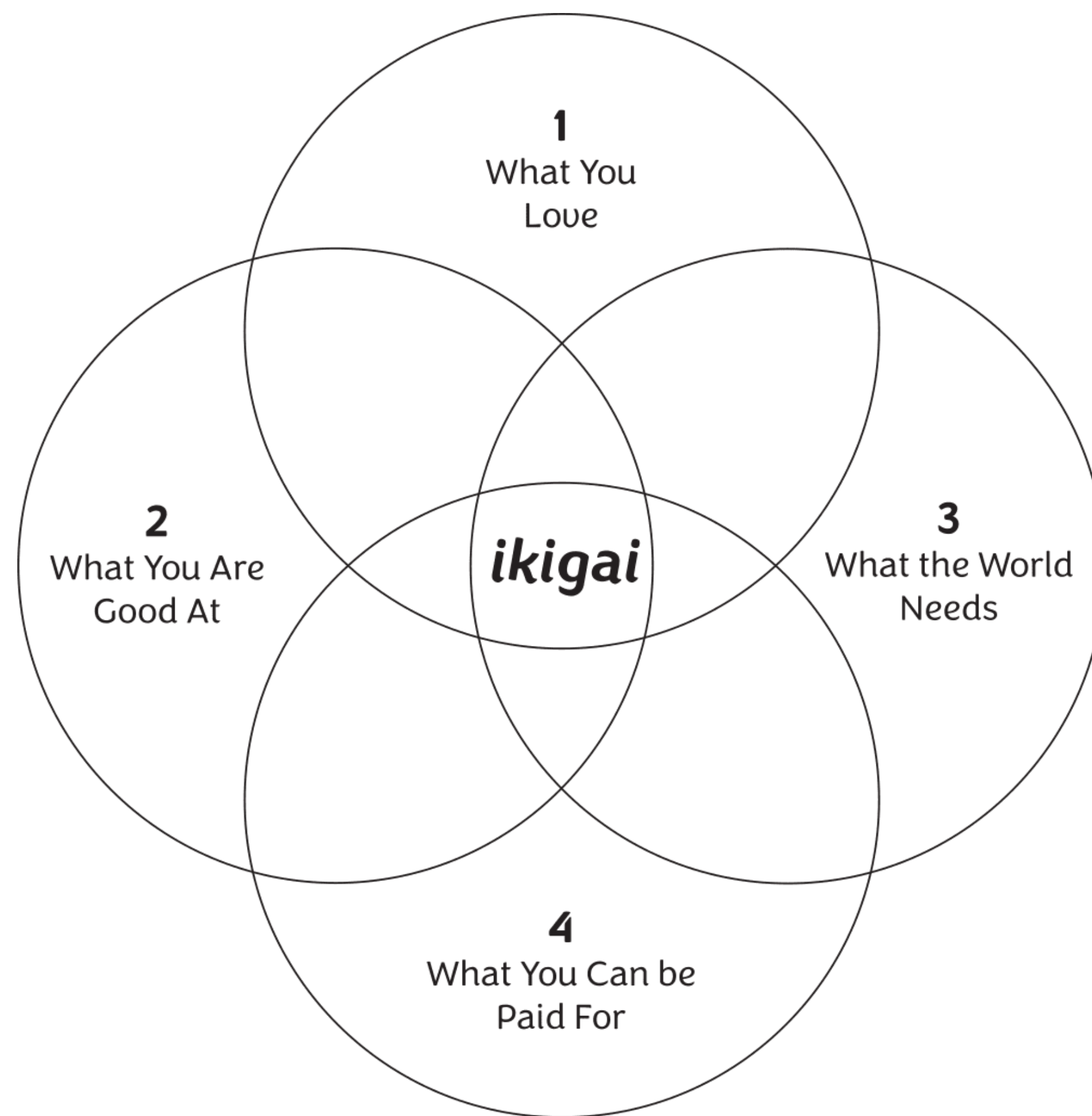
5 minutes individually

Vision > roles > priorities > tasks

ROLE	PRIORITY 2025	TASKS
Team Leader	delegate project ABC to create more time for XYZ	redesign our team's roles during the off-site meeting in September
Father	find balance in how much time I spend with each of our 2 kids	create a plan of family trips versus a list of options for trips with individual kids
Coach and Trainer	set limits to long-term cooperation with universities	plan for free Fridays for 2026

A Fable





An example

8 tools for a better time management

1. 80/20
2. 10 minutes a day
3. Pomodoro
4. Important/Urgent
5. Time Blocking
6. Eat That Frog
7. Biological Prime Time
8. Big Stones

8 tools for a better time management

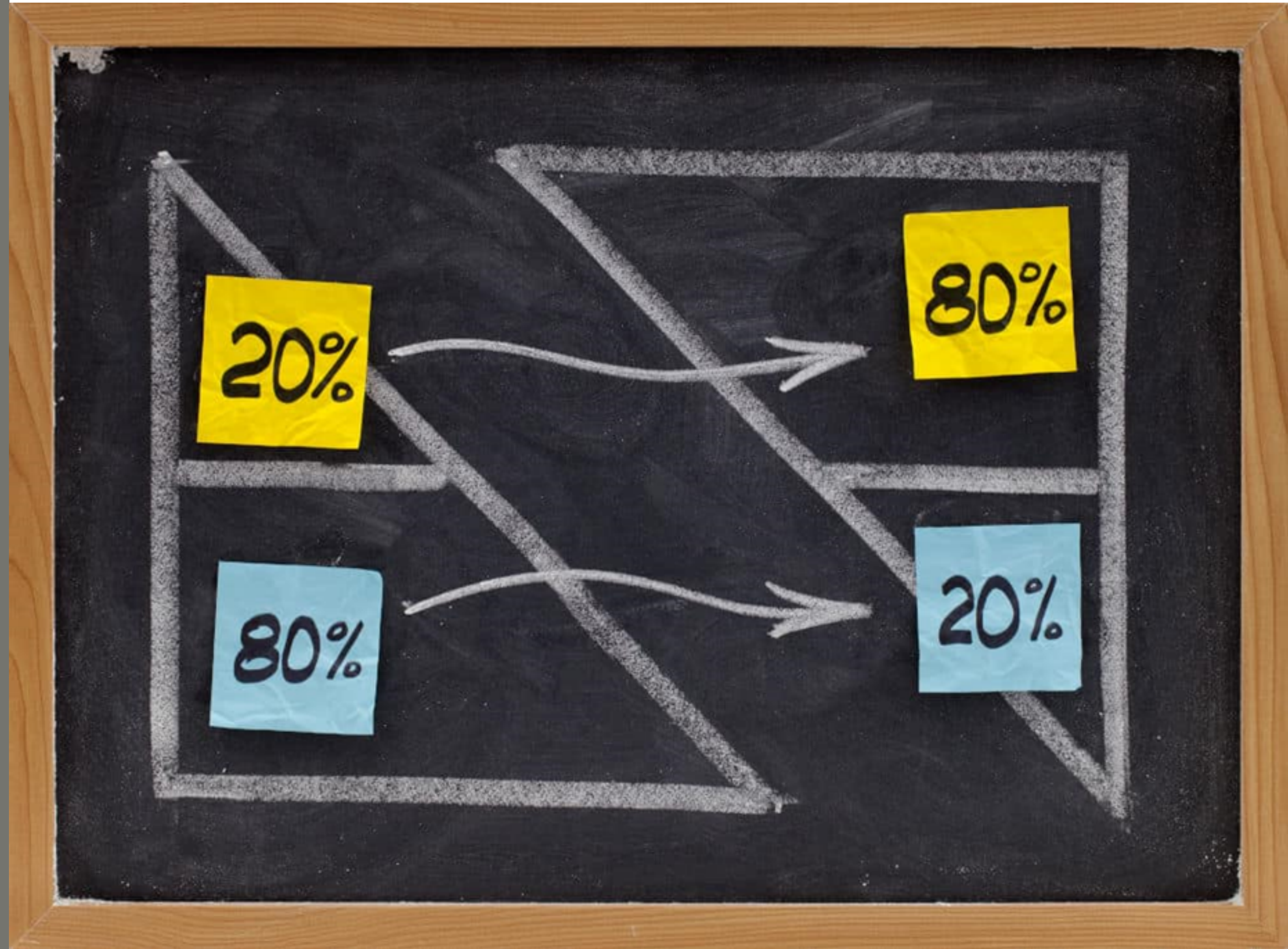
Learn about the principle of the tool.

You'll describe it to others.

Try to come up with a situation in which
your tool can be useful for academics.

5 minutes to study, 2 minutes to present, 2
minutes for discussion (experience,
doubts, adaptations)

80/20 rule in time management

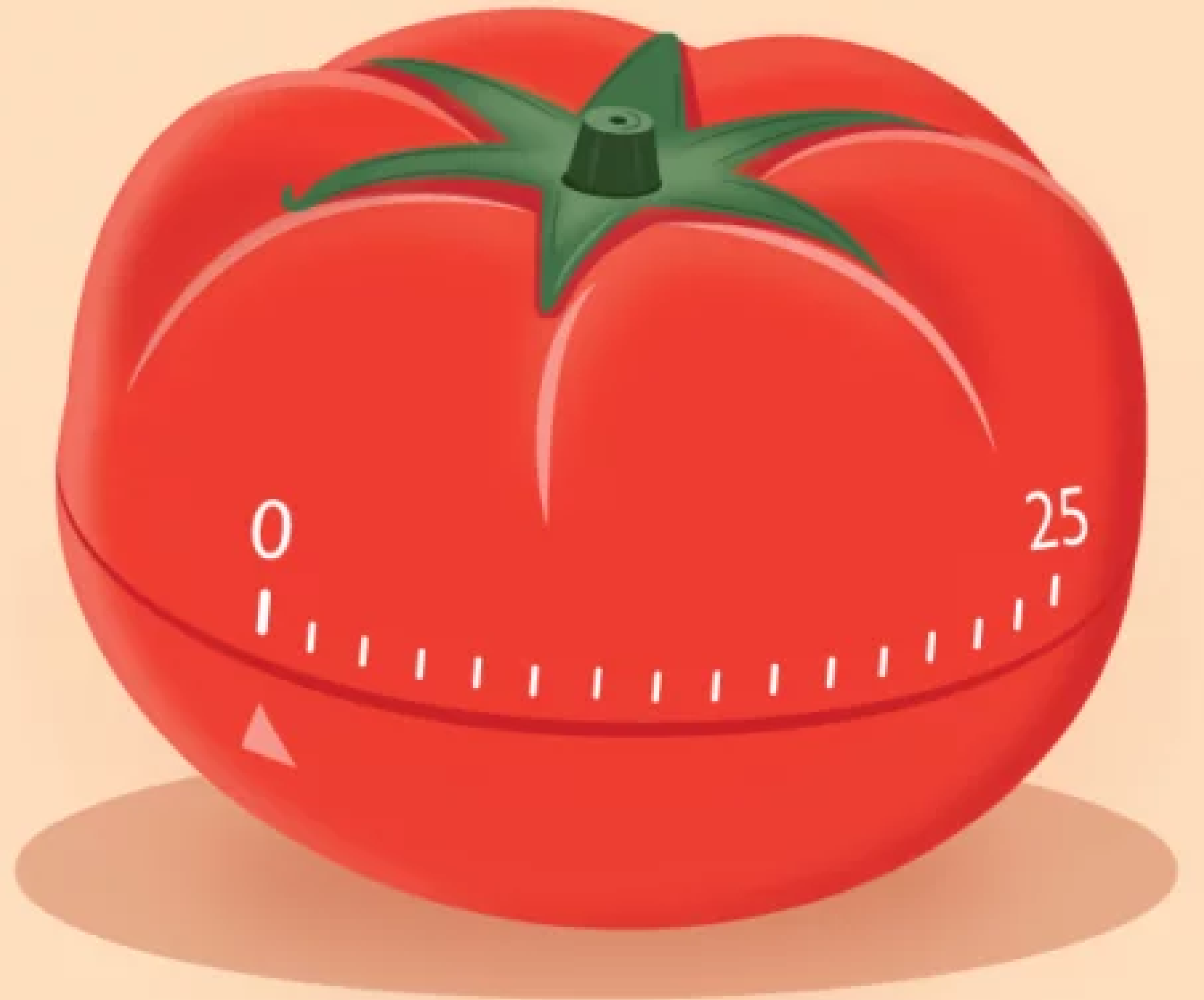


**10 minutes
a day**



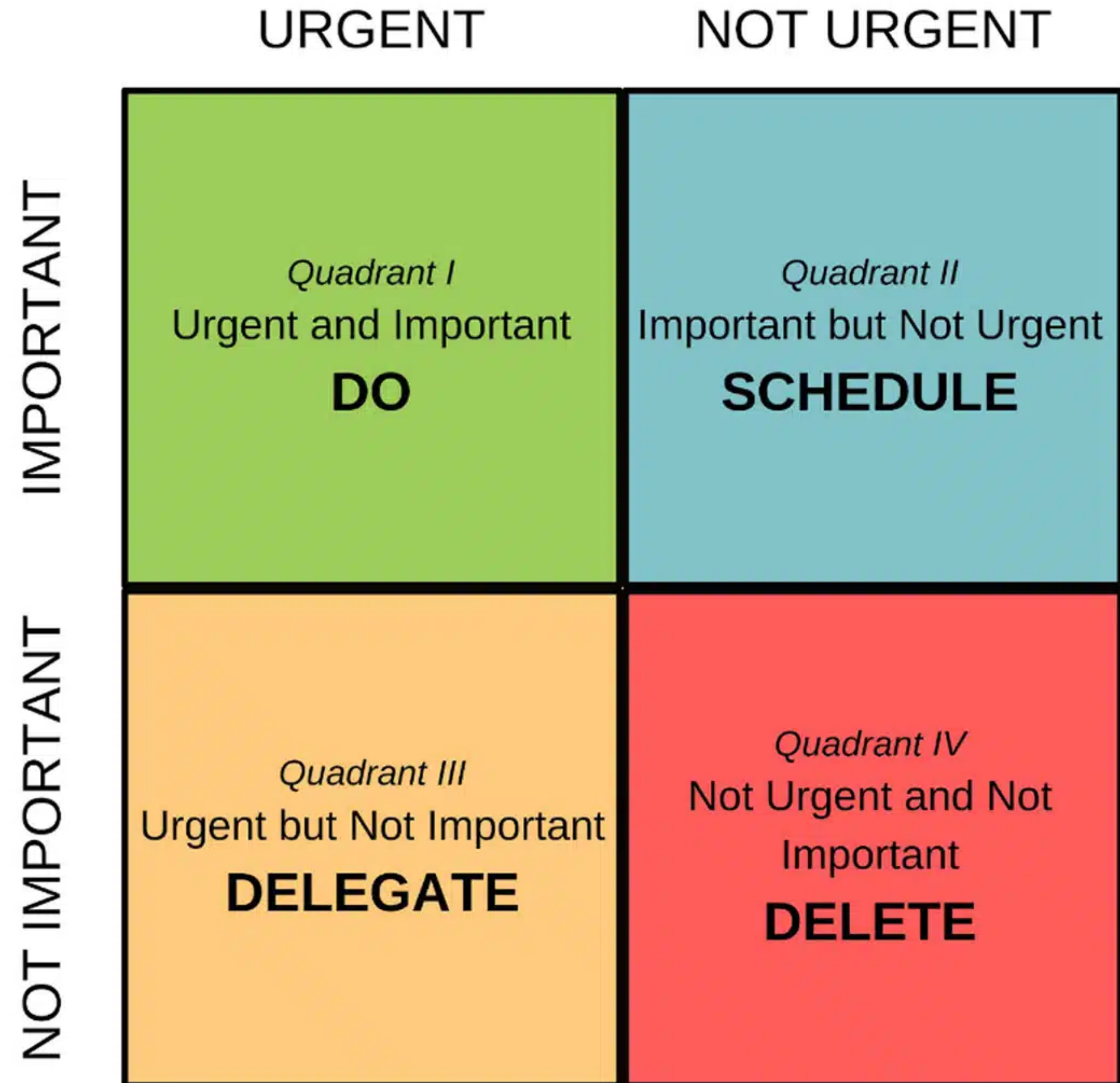
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Pomodoro

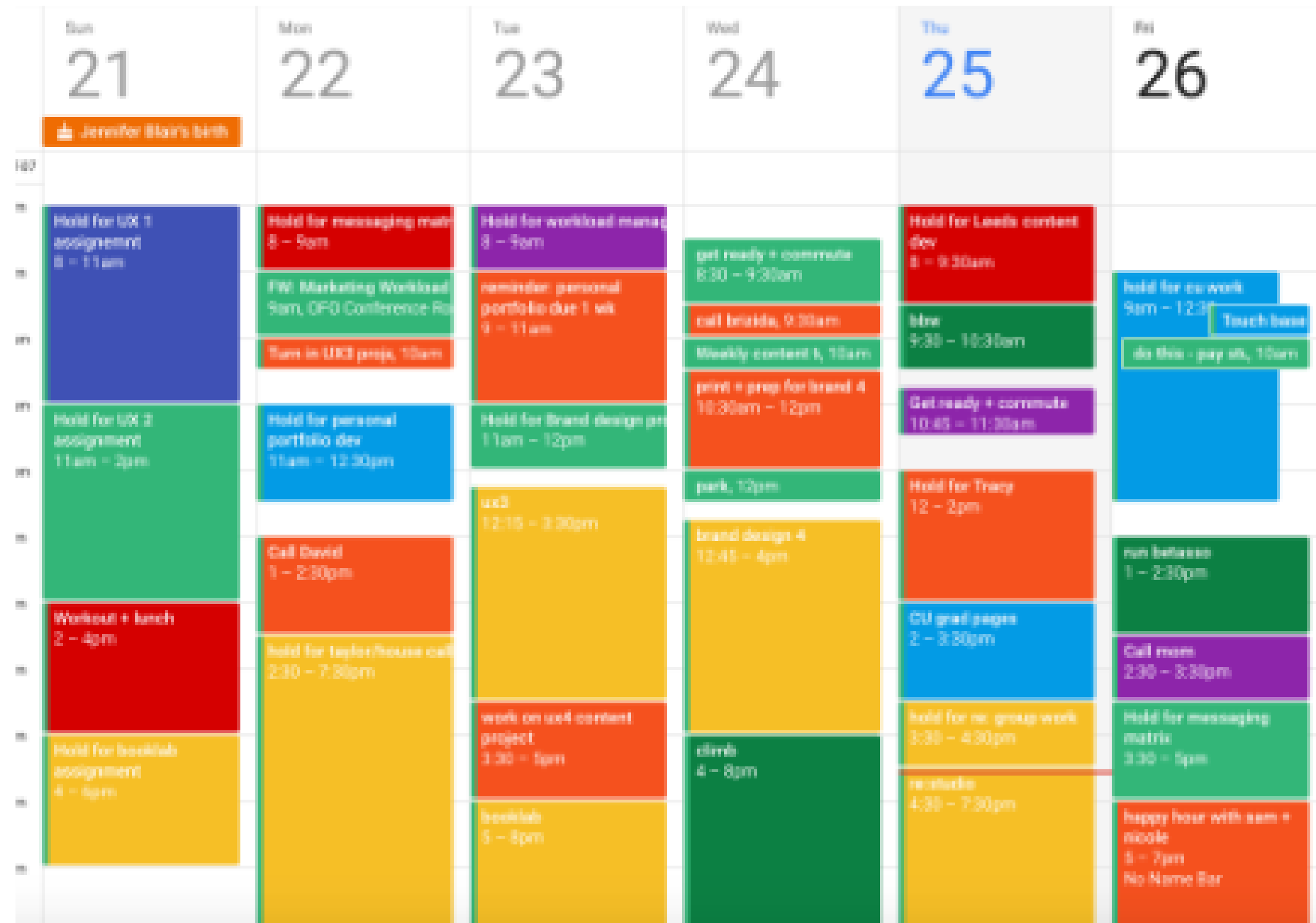


Important / Urgent (Eisenhower Matrix)

EISENHOWER MATRIX



Time Blocking

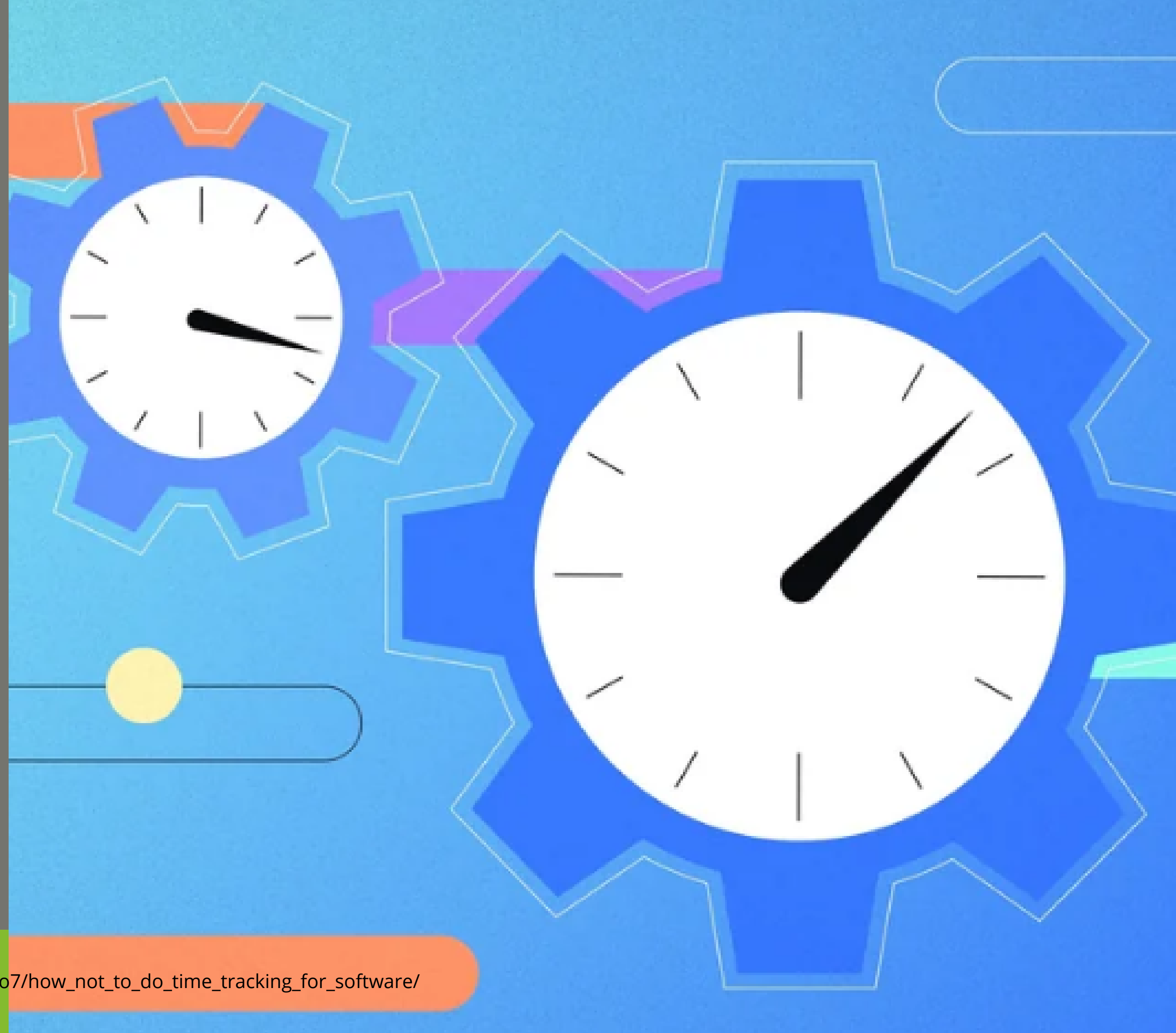




Eat That Frog



Biological Prime Time



picture source: https://www.reddit.com/r/programming/comments/at4ho7/how_not_to_do_time_tracking_for_software/



8 tools for a better time management

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WHAT, WHEN, HOW will I experiment with on my current project?



Duos, 10 minutes:

- listen to each other which time-management tool you´re likely to experiment with**
- together, plan a 10-minutes check-point in 2-3 weeks from today - that can be live or online**
- exchange contact details + put this event into your calendar**



3 reasons procrastination can flourish in academia

1) lack of short term goals

**2) lacking the sense of
accountability**

3) too much time

**+ other reasons (impostor
syndrome, etc.)**



**What is your most
inconspicuous procrastination
activity?**

Groups of 3 for 3 minutes



3 tricks to win over procrastination

1) **Set deadlines** (without deadlines everybody procrastinates...)

Immediate satisfaction wins over your long-term intention. Therefore, set smaller goals in order to charge up with dopamine: 5 minute tasks (e.g. come up with a chapter title, edit one paragraph etc)

15 minutes a day can work wonders!

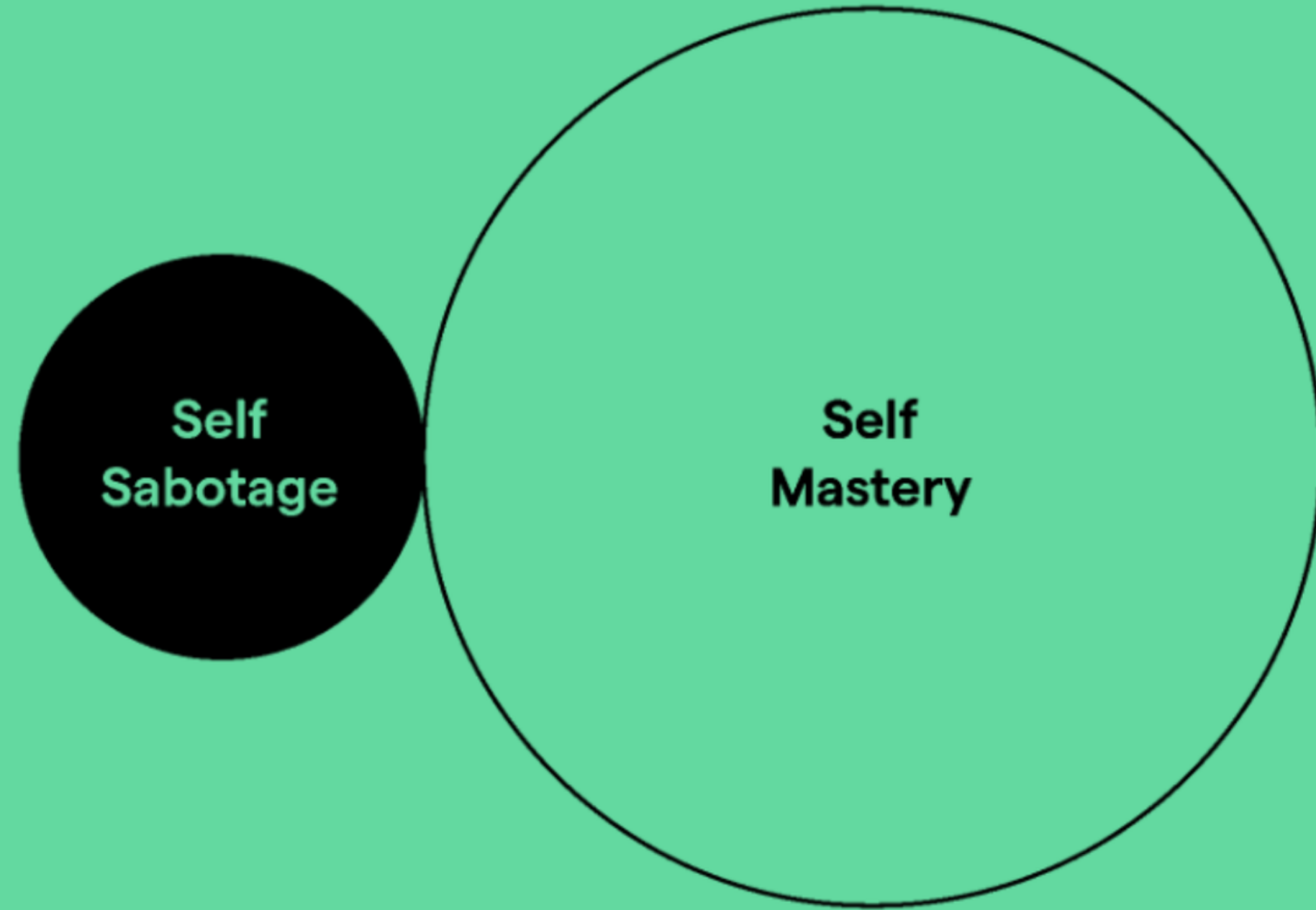
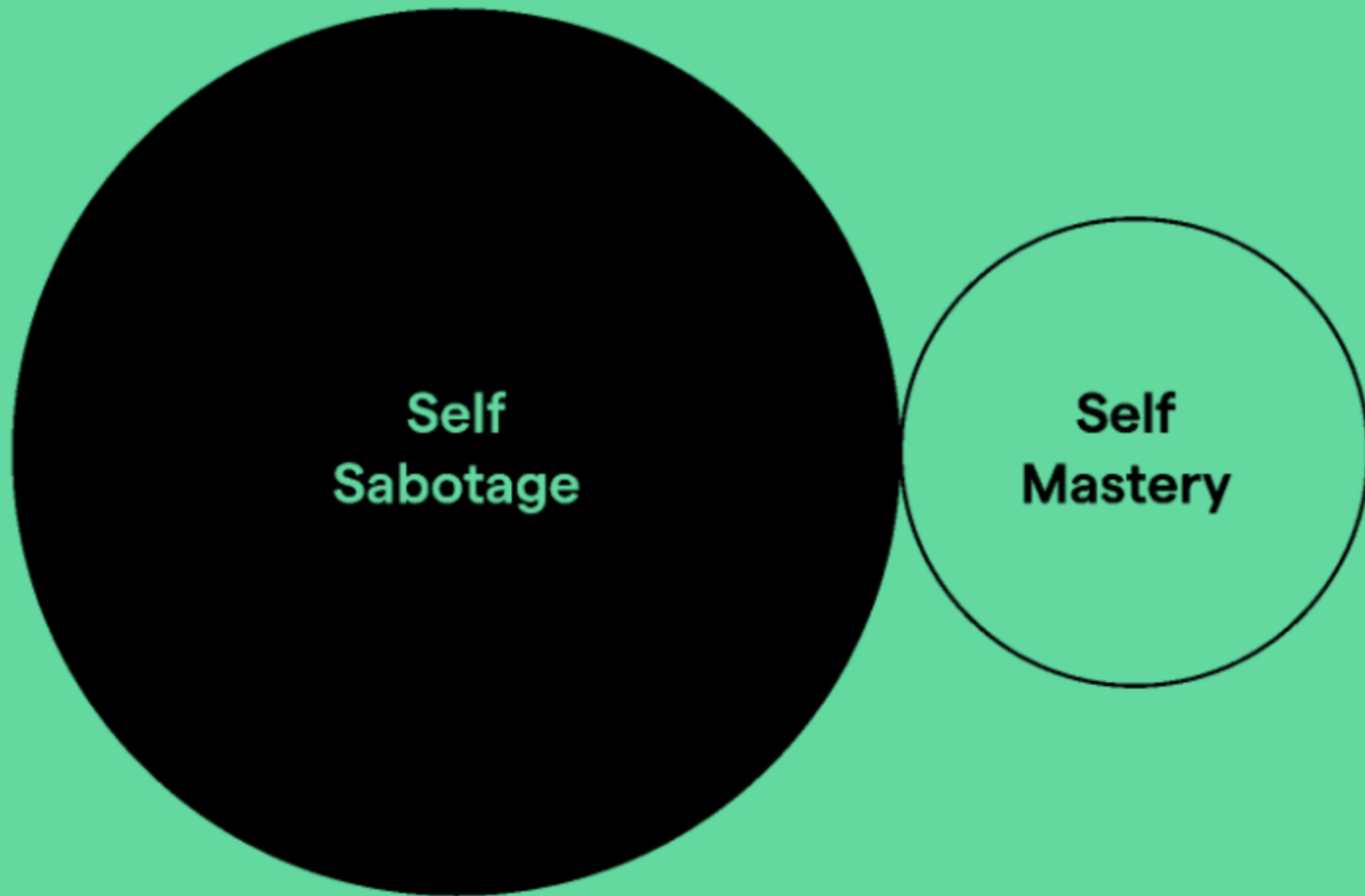
2) You are not alone - **get yourself allies** to feel accountable:

- accountability buddy - friends/peers/colleagues
- supervisor
- community of academics (real or online)
- coach
- ...

3) **Build the habit** of everyday writing.

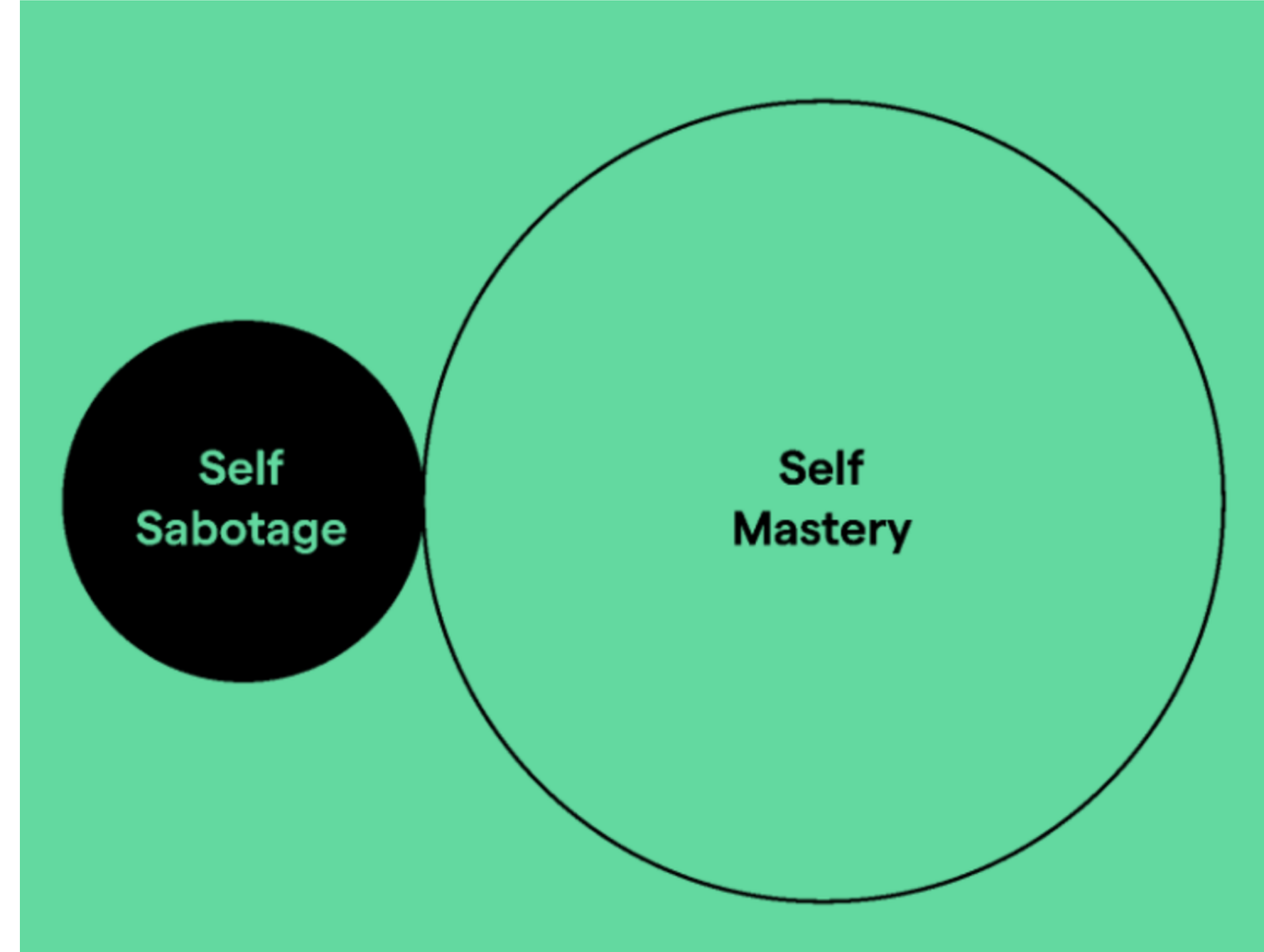
"Motivation follows action."

Sometimes it is not easy...



How our inner “wisdom” approaches difficulties:

- **each situation is an opportunity to
1) learn something 2) get stronger
3) get inspired**
- **explore the situational factors
without any blame**
- **be compassionate towards others
AND yourself**
- **look for new ways how to cope
with the situation**



I´D WRITE, BUT...	WISE ANSWER	FIRST STEP
<i>I am tired</i>	I can plan for shorter writing periods. I will focus on what I eat before writing.	Instead of dumplings I´ll have Caesar salad tomorrow
<i>I don´t know where to start</i>	I should learn about tools like Zotero, Obsidian etc to keep my resources organized.	I´ll ask my senior colleague for advice next Thursday
<i>I don´t feel motivated to write</i>	Motivation is supposed to follow action :-)	I´ll check www.janfronek.cz for more tips



INDIVIDUAL REFLECTION (3 minutes)

FILL THE FIRST COLUMN.

IF WRITING IS NOT RELEVANT, ADAPT THE TITLE ACCORDINGLY, e.g.

"I'D IMPROVE MY LESSON PLANS, BUT..."



GROUPS OF 3 (10 minutes)

**DISCUSS YOUR “BUTS” AND INSPIRE EACH OTHER BY ADDING YOUR “WISE”
ANSWERS.**



REVIEW

WHAT CAME FROM THE DISCUSSION?

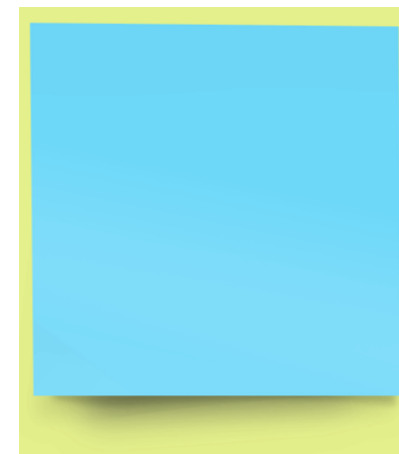
ANY “AHA” MOMENTS?



My Take-Away

+

Tips for Jan





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CLIMATE
COACHING
ALLIANCE