

BUTLER CENTER ASSISTANT PROFESSOR SYMPOSIA

Part 1: INDIVIDUAL THRIVING

Tuesday, September 16

SALLY BANE

Key Takeaways:

- Prioritize your task list – this is especially difficult for tasks or projects without a deadline
 - Ask yourself how each task contributes to both your career and your overall thriving
- Organize and plan out your time, and be realistic about what you can reasonably accomplish
- Be protective of your time
 - It's okay (and often necessary!) to be selfish on your own behalf

DEVA CHAN

Key Takeaways:

- Time block like your life depends on it
- Find your squad - in and outside academia
- Learn and practice how to say “no”

LISA MAUER

Key Takeaways:

- Purpose
- Productivity
- Impact

KAYCE SOLARI WILLIAMS

Key Takeaways:

- Add yourself to your daily calendar.
- Plan ahead for you the way you plan ahead in your professional role(s).
- Be kind to yourself.