

Check out [this online display for Black History Month at the Library](#)... and read some of the books they're showcasing!

BIOBEAT

Feb 15, 2021

Take a listen to these [MRU Cougars podcasts](#) about *Equity, Diversity, and Inclusion* issues

Time Management - Owning your own time

Not that I need to tell you this, but it's Reading Week — that glorious time when we all get to sleep in and not think about anything...right? Or do you actually have 17 papers due and four midterms as soon as you get back? You probably have something in between and you're not sure how to get it all done. Here are some handy tips on managing your time during Reading Week (and any other time too).

- Make a list of everything you need to do. Break down the tasks into manageable pieces. Small tasks mean you'll have more to cross off your list!
- Organize the list into what you need to get done each day and put a "*" beside your Most Important Tasks. This way, you start the day with a plan and won't waste time wondering what to do.
- Take time away from your screen!
- Each day, work on your Most Important Tasks first.
- Try to give yourself about five things to do each day. It depends on the size of the task, of course, but this is about the limit.
- Batch similar tasks together so that your brain isn't switching gears.
- Give yourself a time limit for each task - Tell yourself, "I have one hour to complete the introduction to the paper." And then do it. Work to a deadline, even if it's self-imposed.
- Work in small chunks of time. You can't really work for 10 hours straight, so don't. You'll only be focus-



ing for a fraction of that time anyway. Break it down into small pieces.

- During the work periods, actually work! Imagine that. No phones, no texts, don't check email. Just get the task done.
- Take breaks between tasks. If you finish early (which you might if you'd put down the damn phone), take a break. Go outside, even if it's cold.
- You can make mistakes and things don't have to be perfect. In fact, nothing will ever be perfect so stop worrying about it. Do the best you can.
- Take breaks and go for a walk...outside, obviously.

Take home message: Make a list. Break tasks into small, manageable chunks. Set time limits on your work periods (30 - 90 mins). Focus during the work periods. Take breaks between them. Get outside every chance you get, take some mental breaks, and exercise!

WHAT INSPIRED YOUR PROFS TO GO INTO SCIENCE?

Alex Farmer - Evolution, ecology

I fell into it by accident. I wanted to go into nursing but the more courses I took about botany, physiology, plant physiology, entomology, the more relationships I saw, and the more questions I had.

Lydia Chiasson - A&P, evolution

Playing baseball as a child! I found it boring as an outfielder but through it, I discovered the eusociality of ants as they left and returned to their nest. And so the life of a budding young scientist began.

Lars Peterson - Genetics, cell biology

My father is a retired professor of chemistry and exposed me to academia early. I spent weekends in his lab playing with microscopes and pond water while he and his graduate students fired lasers around the room and it seemed like the greatest thing ever. He instilled into me the idea that science isn't a collection of facts, but rather a system for asking and answering questions, and ultimately telling stories.

Enjoy your week!