

2025 Hullabaloo U Symposium
Presentation

Effective Strategies for
Hullabaloo U Instructors

Fred Dillard, M.S.



BALANCING PRIORITIES

Today's Agenda

- Welcome and Agenda Overview (1 minute)
- Presenter Overview (1 minute)
- Learning Outcomes (1 minute)
- Ice Breaker (5 minutes)
- Challenges of HU Instructors (5 minutes)
- Prioritizing (3 minutes)
- What's On My Plate Activity (12 minutes)
- Time Management (10 minutes)
- Organizational Tools & Techniques Activity (5 minutes)
- Keys to Work-Life Balance (2 minutes)
- Wrap Up: Key Takeaways, Open Floor, and Q&A (5 minutes)

About the Presenter



Assistant Director-Residence Life

Just finished 10th professional year in Higher Education

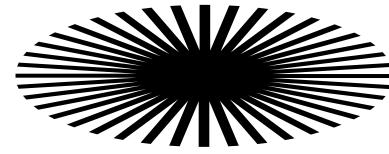
Incoming PhD. Student! Ay Whoop!

Has taught first-year seminar course for 12 years

Master's in Higher Education; Bachelor's in Middle School Education

Has been at A&M 1.5 years Moved to BCS from Chicago

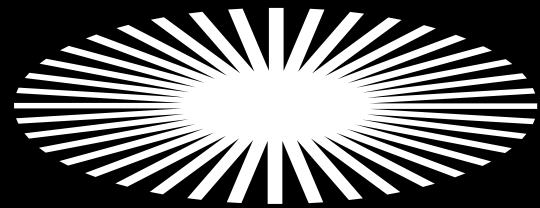
LEARNING OUTCOMES



L.O. #1	Identify key challenges in balancing multiple priorities while teaching Hullabaloo U.
L.O. #2	Implement practical time management and organizational strategies to enhance efficiency.
L.O. #3	Develop personalized approaches to maintain work-life balance.
L.O. #4	Share and discuss best practices with fellow instructors to foster a supportive community.



ICE BREAKER



Weblink:

<https://www.menti.com/bliufbarnhpo>



Menti Code:

9589 5762



Time Management

- Full-time job + teaching =
 - Long hours
 - Insufficient time for grading and planning

Support

- Fewer resources and support than full-time faculty
- Not as much time to engage with classroom students

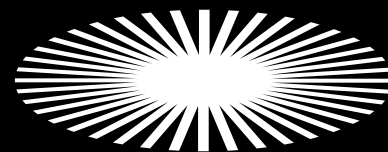
Professional Development

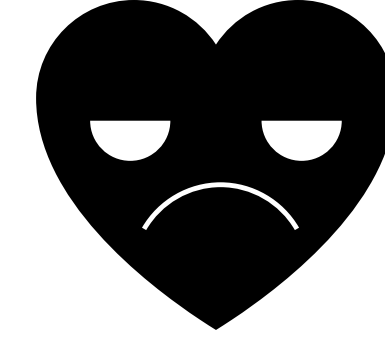
- Limited opportunities outside of HU for teacher professional development
- Limited time to attend additional professional development for HU role

Work-Life Balance

- Potential for burnout working two roles
- Struggling to maintain a healthy work-life balance

UNDERSTANDING THE CHALLENGES





1.Reduced Prep Time

- a. Can lead to less engaging and effective teaching

2.Stress and Fatigue

- a. Can impair cognitive function and reduce the quality of instruction

3.Mental Health

- a. Can lead to anxiety and depression, or increase these if they already exist for you

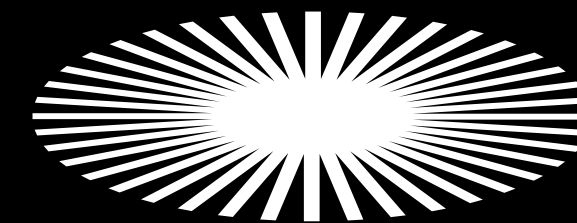
4.Physical Health

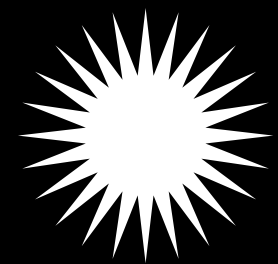
- a. Inadequate rest can lead to fatigue, sleep disturbances, and other issues

5.Social Isolation

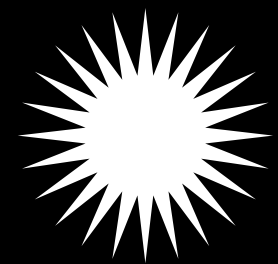
- a. A demanding schedule can limit social interaction, leading to feeling lonely

HOW CHALLENGES
NEGATIVELY IMPACT
TEACHING EFFECTIVENESS





SO WHAT CAN WE DO?



Addressing these challenges requires effective time management, seeking colleague support, and prioritizing self-care to maintain teaching effectiveness and personal well-being.



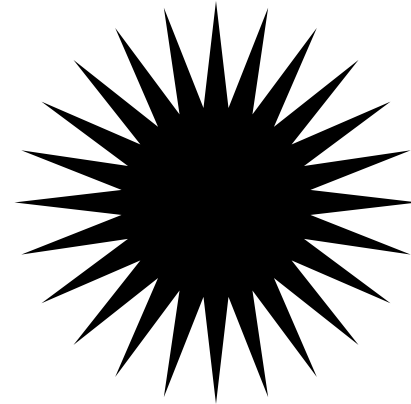
Definition

Priorities refer to the tasks, goals, or activities that are deemed most important and require immediate attention or focus. They are ranked based on their urgency, significance, and impact, guiding individuals or organizations in allocating resources and time effectively to achieve desired outcomes.

Examples

Personal: health, family, career

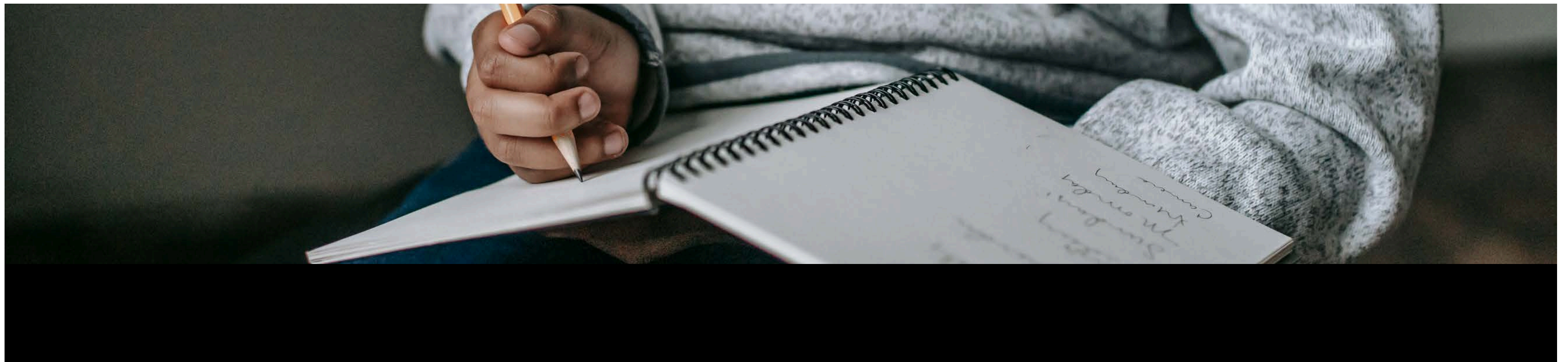
Professional: work deadlines, “client” satisfaction, team development



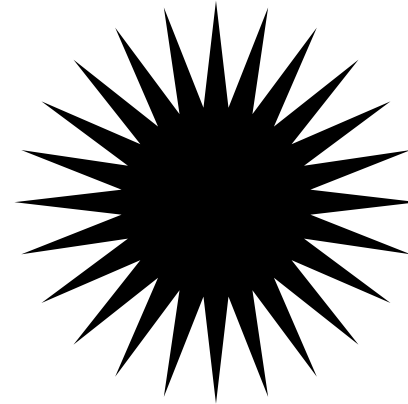
PRIORITIES

How to Prioritize Effectively

1. Identify Goals
2. List Tasks & Responsibilities
3. Evaluate Importance and Urgency
4. Set deadlines
5. Allocate Resources
6. Review and Adjust (as needed)
7. Stay Focused
8. Communicate



IDENTIFYING PRIORITIES



Set Goals

Clearly define what you want to achieve.

Categorize Tasks

Separate tasks based on urgency and importance



USE THE EISENHOWER MATRIX

Categorize tasks into four quadrants

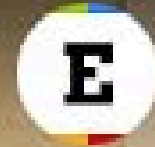
Urgent and important

Important but not urgent

Urgent but not important

Not urgent or important

The Eisenhower Matrix



The Eisenhower matrix: How to manage your tasks with EISENHOWER



Share



Watch on  YouTube

Table Activity

Take 10 minutes to complete the “*What’s on My Plate?*” activity. Then, determine whether you should Do, Decide, Delegate, or Delete each task on your to-do list.

Discuss your results as a table. Share your current priorities and challenges.



IMPORTANCE OF TIME MANAGEMENT

Efficiency	Optimizing time use for maximum results.
Balance	Attaining a balance between work and personal life.
Stress	Reducing stress through effective planning.

PLANNING TECHNIQUES

To-Do List

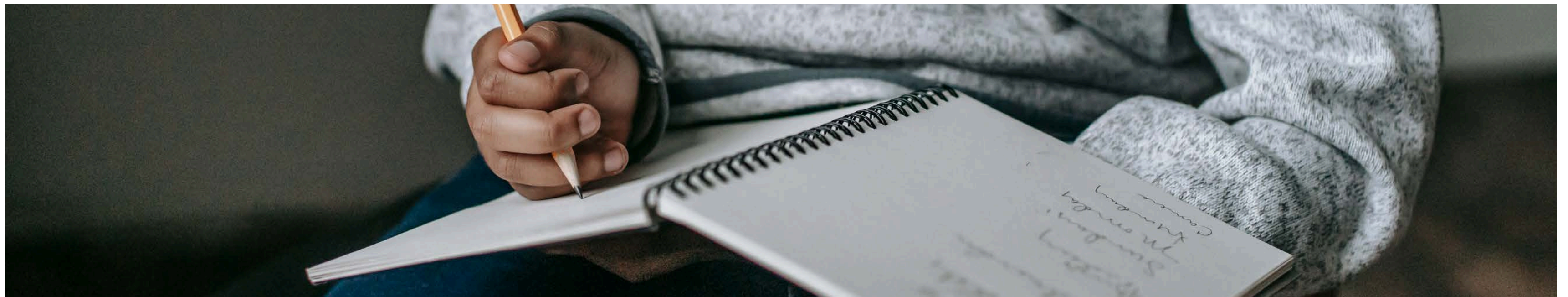
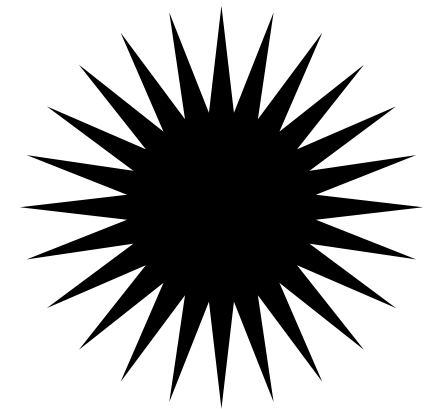
Create a list of tasks to be completed.

Calendar

Schedule time for tasks and events.

Time Blocking

Allocate specific blocks of time for particular tasks.



MANAGING DISTRACTIONS

Identify Distractions	Recognize what frequently disrupts your focus.
Create a Work Zone	Establish a distraction-free work environment.
Set Time Limits	Allocate specific times to check emails or messages.
Use the Technique	Work for 25 minutes, take a 5-minute break, and repeat.



Identify Delegable Tasks:

- Determine which tasks can be delegated.
- This shouldn't be just tasks that you do not like

Choose the Right Person:

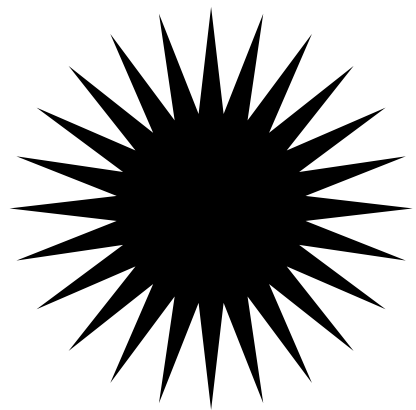
- This is a great professional development opportunity
- Train your replacement

Provide Clear Instructions:

- Dummy proof it
- If you don't provide clear instructions, you don't get to complain about the outcome

Monitor Progress:

- Ensure to track progress
- Provide feedback along the way

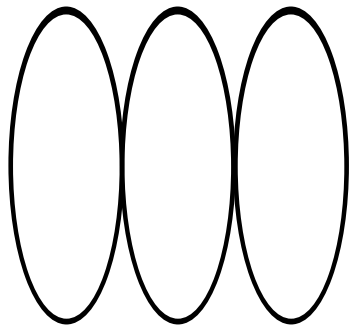


DELEGATION TECHNIQUES





OVERCOMING PROCRASTINATION



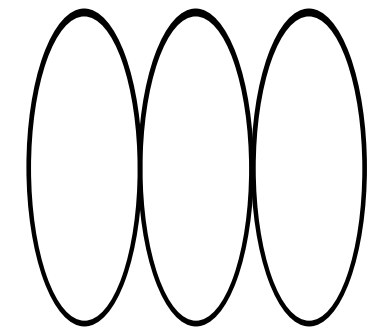
Understand the Cause:	Identify reasons behind procrastination.
Set Small Goals:	Break large tasks into smaller, manageable parts.
Use the 2-Minute Rule:	If a task can be done in 2 minutes, do it immediately.
Reward and Consequences:	Reward yourself for completing tasks, and set consequences for not finishing them.

Table Activity

**Take 5 minutes to share your favorite
organizational tools and techniques with
your tablemates!**



THE KEYS TO WORK-LIFE BALANCE



Set Boundaries	No is an acceptable answer and a complete sentence.
Practice Self Care	If it makes you feel better, do it!
Find Time for Personal Interest	When was the last time you did something that you loved, or made time to learn a new hobby? Now is the time to start!
Manage Expecations	Remember, you cannot expect you from everyone else!

Key Takeaways to be Successful in Two Roles

1. Effective Time Management

- a. Be practical and prioritize

2. Organizational Skills That Work for You

- a. Streamline admin tasks
- b. Use technology to stay organized

3. Don't forget to balance work and life as equally as possible

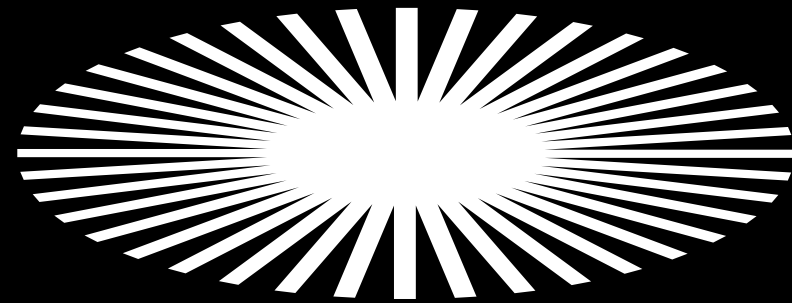
4. Find Support

- a. Delegate
- b. Be open and honest with your supervisor/peers

5. Personalize Each Approach

- a. Do things that align with your strengths to foster personal wellbeing and professional success

OPEN FLOOR/ Q&A



**Share your experiences,
techniques, and strategies!**

**What questions
do you have?**

☀️ FOLLOW ME ON LINKEDIN! ☀️

