

PhD Survival Basics

HCC Seminar

08/29/18

Getting to Know Other HCC Students (5 min)

Directions: In your small group, go around and introduce yourself! Starting with the 3rd year, share your name, PhD advisor, and research topic.

Once you've introduced yourselves, wouldn't it be nice to learn a little bit more about each other? Answer the following question to get a better feel for fellow HCC PhDs.

Question: If you were the principal of a high-school, what would your mascot be and why?¹

1) Keeping Your Research Organized (12 min)

Tech Tools

Does your desk fill up with piles of papers? Do you even know where them came from? Honestly, it can be tricky to keep your research organized. We all have different strategies for staying organized.

Discuss: Take some time to talk about your favorite software and research organizing tools. What would you add to the list below? What are your favorite tools and why?

Helpful Software:

- Reference Manager (Mendeley, Zotero, EndNote)
- Survey software (Qualtrics, free access from GT; Google forms)
- Qualitative Coding Software (DeDoose, MAXQDA, NVivo, Atlas.ti)
- Cloud Sharing & Editing (Dropbox, Google Suite)
- Note-taking tools (Evernote, Onenote)
- Scheduling software (When2Meet.com, Doodle.Com)

Learning From the Past: Reflecting on Prior Research

When working on a research project, we've all realized there were things we could improve on in future projects. These moments are pain points. Pain points can be difficult experience or obstacles that give us an opportunity to solve problems and grow.

Question: What was a research pain point that provided you with a learning opportunity? How have you changed your research practices since then?

2) Productivity and Time Management (12 min)

¹ Credit for this question goes to Anna Farris, from her podcast *Anna Faris is Unqualified*.

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There is so much to do and so little time. Some of us use techniques to organize and manage our time, while others (like Beki Grinter) believe that you should throw out all productivity advice.

Discuss: Take the next few minutes to chat about the following topics...

- How do you manage your time?
 - Are you a BuJo (bullet journal) fan? Do you use time boxing? Schedule appointments with yourself? Scribble on sticky notes? ²
- What are your best strategies for keeping track of due dates, meetings, classes, etc?
- How do you know when to take a break?

3) Self-Care: Sleep is for everyone (12 min)

To be working at your best, you need to be taking care of your whole self. It can be so hard to find the time to do the basics when things get busy, but sleeping, eating, exercising, investing in yourself, and spending time with friends are critical. We all get wrapped up in research and being productive. It's just as important to slow down, check in with yourself, and make sure you're attending to your needs.

Discuss:

- How do you take care of yourself?
- What are some of your favorite self-care activities?

We all struggle with self-care. Remember not to be too hard on yourself.

Wrapping Up: Sharing Tips + Seminar Topic Requests + Q&A (10 min)

Sharing Tips: Learn something in seminar today? Now is a great time to share your group's survival strategies with the rest of seminar. Perhaps someone has a Mendeley hack (or horror story), a great reading strategy, or a Pomodoro love story? Now is a great time to share out.

Contributing to Seminar: Is there anything you want to cover or do as a group this semester? Are you passionate about one of the topics and want to design an activity for that day of seminar?

If you don't get a chance to share your ideas during the meeting, please email Ari and Rui to follow up.

Questions? Announcements? Now is the time to share.

² If you're looking for some productivity strategy inspiration, some popular strategies to look up include... Pomodoro Technique, Getting Things Done, Don't Break The Chain