

The Balanced Researcher

Hugh Kearns

Who am I?

- Hugh Kearns

Who am I?

- Hugh Kearns
- Live in Adelaide, South Australia



Flinders University • Lecture • Research • Self-management



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Bookshop

Services

Resources

About Us

Clients

Research

Recent Media

Contact Us

Welcome to ThinkWell™

ThinkWell™ uses the latest psychological and educational research to develop workshops and materials to help you be more effective in your daily life.

We work extensively with doctors, academics, PhD students, CEOs and many others to assist them to:

- manage their time more effectively and perform better
- set goals and achieve them
- achieve sustainability in their career
- think more clearly and make better decisions
- reduce stress
- find out what is making them stressed
- learn how to evaluate and deal with emotions
- feel more content and confident
- spend more time with their family and those who matter

Latest News

New book - Time Management for GPs

Billed as the ultimate time management guide, this is tailored specifically for GPs and people in private practice.

New edition of The 7 Secrets

This favourite has been given a new look and feel.

Interview on ABC 891

Hugh and Maria talk about feeling overwhelmed.

[Recent media](#)

Books

ThinkWell™ has put together a series of books to assist a range of professions and positions, including doctors, academics, PhD students, CEOs and many other occupational groups.

These books are available via our [online bookshop](#).



Twitter

@iThinkWellHugh



Ben Bulbin, County Sligo, Ireland



Who are you?

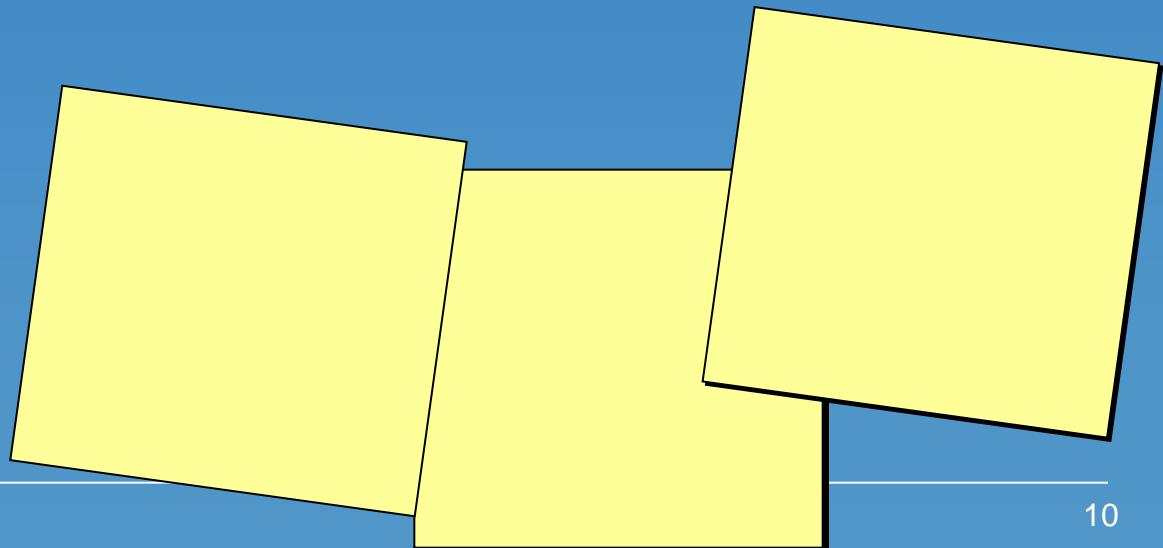
- Introduce yourself to the people around you
- Name
- Your role
- Something about you
 - ▲ eg interests,
 - ▲ something you've always wanted to do,
 - ▲ family

Overview of the workshop

- ▲ The pressures and demands
- ▲ Content areas:
 - ▲ Time management
 - ▲ Work/life balance
- ▲ Individualised action plans
- ▲ Feedback, summary

Balance

- Small group discussion – 5 minutes
 - ▲ What puts you out of balance?
 - ▲ What puts you under pressure?
- Identify your top three



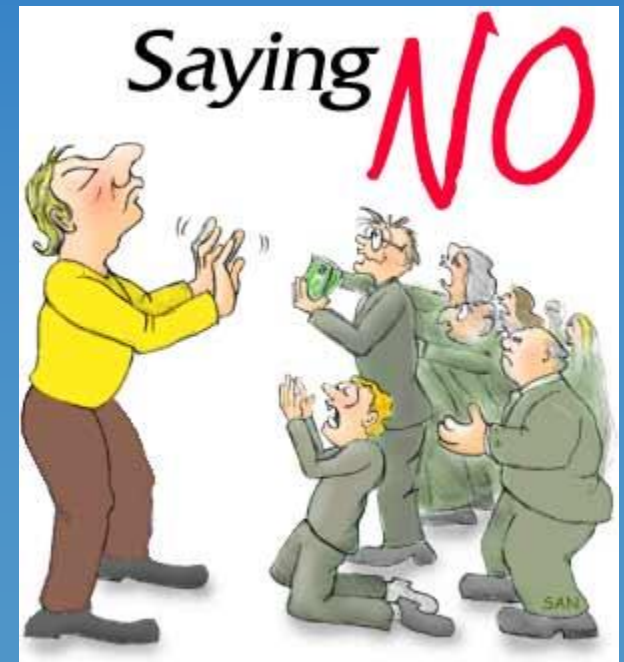
Time Management



Overloaded?
Balls and tube
How many balls in
your tube?

Time management – saying no

- ▲ Learn how not to say YES
- ▲ Buy yourself time to think
- ▲ Give people alternatives
- ▲ Delegation



Saying NO

Situation:

A colleague has asked you to consider taking on an additional project which will be very important for the department. She's expecting that you will say yes.

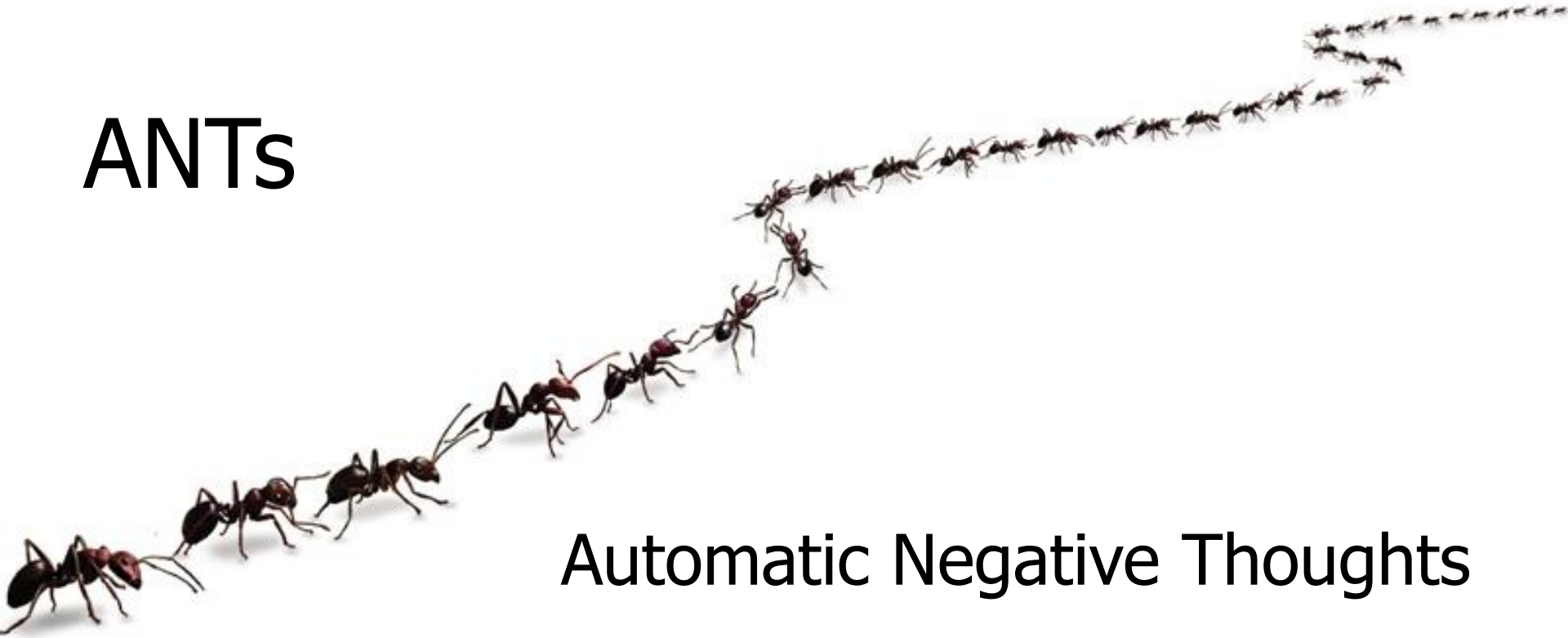
Feelings:

As you knock on her door about to say NO how do you feel.

Saying NO

Situation:	Saying NO to a colleague
Feelings:	Nervous, guilty, anxious

ANTS



Automatic Negative Thoughts

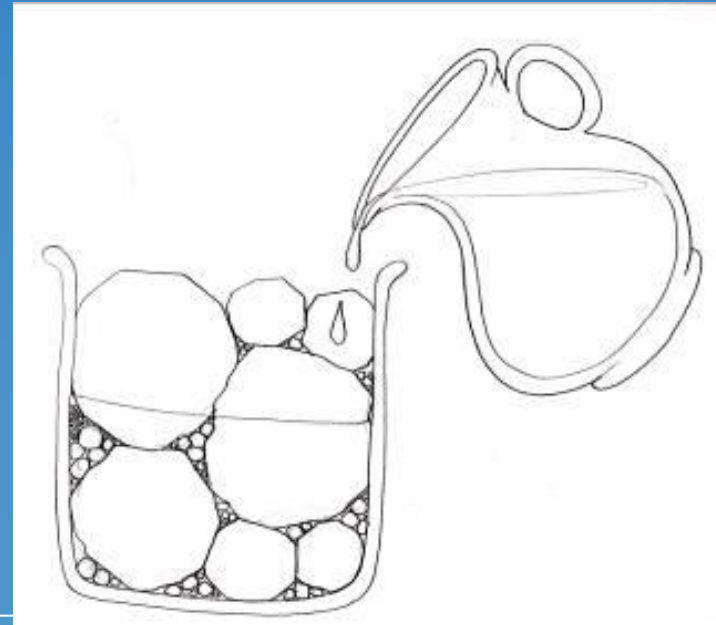
Situation:	Saying NO to a colleague	
Feelings:	Nervous, guilty, anxious	
<p style="text-align: center;">ANTs Automatic Negative Thoughts</p>		
<p style="text-align: center;">She'll be very disappointed</p>		
<p style="text-align: center;">She'll be upset with me</p>		
<p style="text-align: center;">I should be doing it</p>		
<p style="text-align: center;">She'll think I'm not committed</p>		
<p style="text-align: center;">I'll miss out on more chances</p>		

Situation:	Saying NO to a colleague	
Feelings:	Nervous, guilty, anxious	
ANTs Automatic Negative Thoughts	AND SO	
She'll be very disappointed	She'll make me feel bad and guilty I'll feel terrible	
She'll be upset with me	She might take it out on me	
I should be doing it	Maybe I'm not committed enough	
She'll think I'm not committed	She might tell others It'll affect my career	
I'll miss out on more chances	I'll be stuck in this job forever I'll never get a promotion I'll be falling behind Maybe I'm not up to it Maybe I'm not cut out for this type of work I knew it – I'm a failure!	

Situation:	Saying NO to a colleague	
Feelings:	Nervous, guilty, anxious	
ANTS Automatic Negative Thoughts	AND SO	MATHs More Accurate Thoughts
She'll be very disappointed	She'll make me feel bad and guilty I'll feel terrible	She might be but I'm not being unreasonable
She'll be upset with me	She might take it out on me	She hasn't in the past. Unlikely.
I should be doing it	Maybe I'm not committed enough	I do good work.
She'll think I'm not committed	She might tell others It'll affect my career	I am committed. I just can't do this one thing.
I'll miss out on more chances	I'll be stuck in this job forever I'll never get a promotion I'll be falling behind Maybe I'm not up to it Maybe I'm not cut out for this type of work I knew it – I'm a failure!	Overall I've got a good track record. People forget and move on It's not a race She told me before I was doing well Ditto Not really!

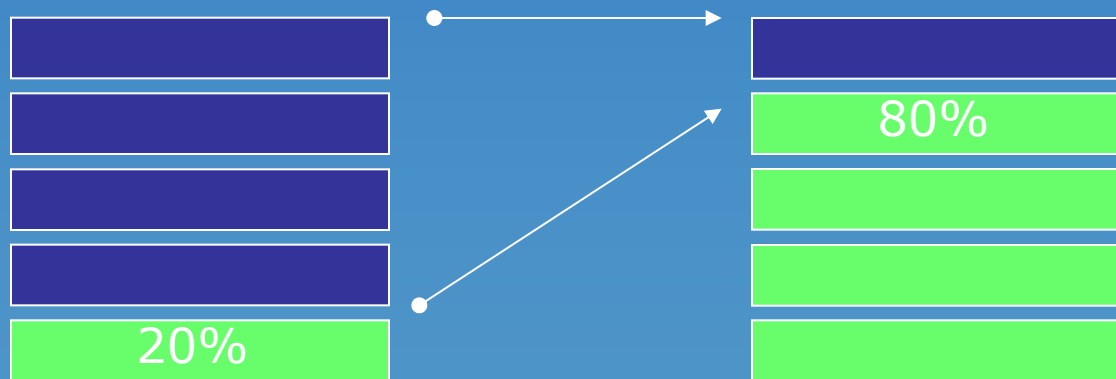
Time Management – Priorities

- Big rocks and little rocks
- Putting first things first
- What are your big rocks?



Time Management

- Prioritisation
- The Vital Few and the Trivial Many
- Which are your Vital Few



Paperwork

- Paperwork and emails
 - Set aside specific times
 - Velcro fingers
 - The 3 D's
 - Do it
 - Diarise
 - Ditch it









Emails – social media

- ▲ They interrupt and distract
- ▲ Don't check first thing in the morning
- ▲ Set specific, limited times to deal with them
- ▲ Email addiction



2

Real

=

10

Fantasy

Are for:

- Writing
- Analysis
- Planning
- Thinking

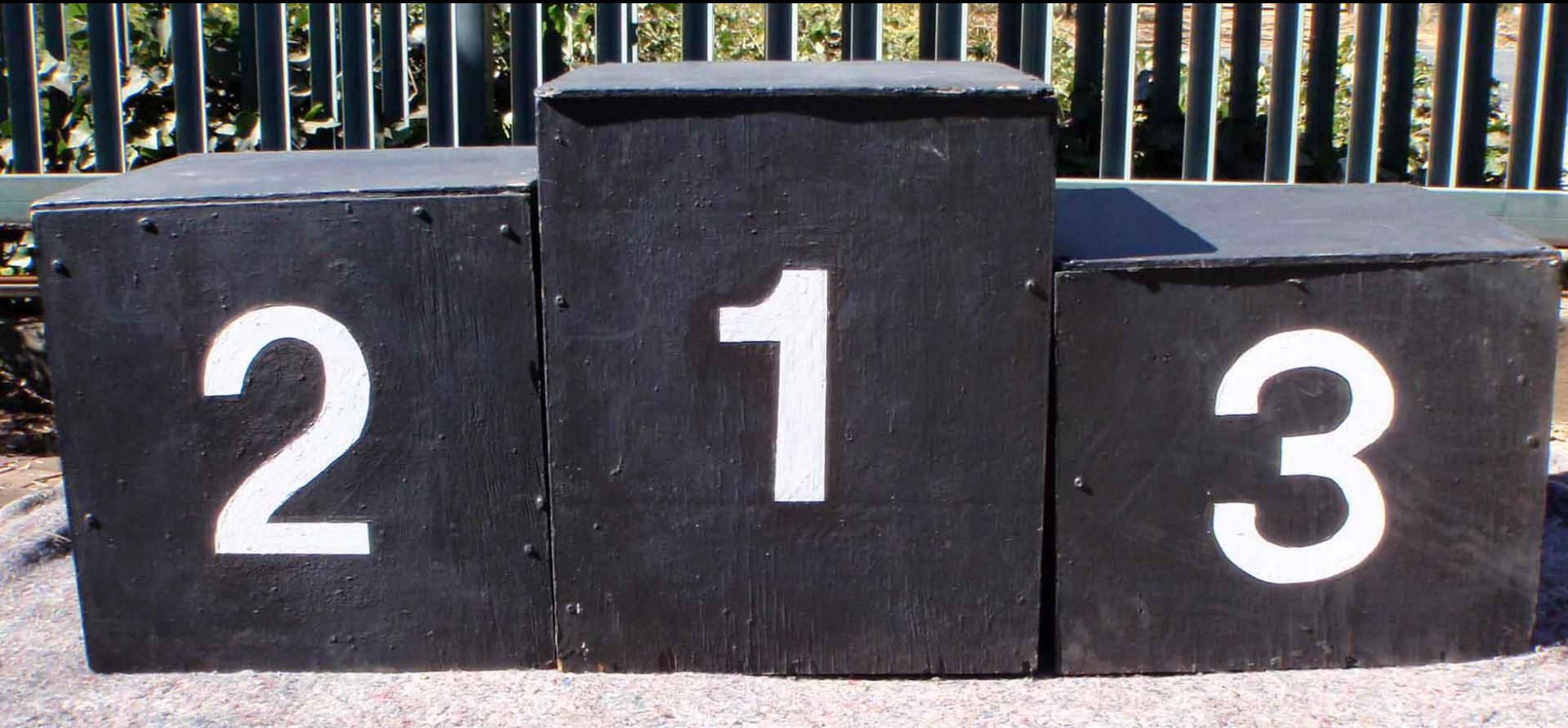
Not for:

- Emails
- Meetings

Real

Fantasy

Don't check first thing



Check

v

Do

UNSUBSCRIBE

A 3D rendered button with a vibrant red, glossy surface. The word "UNSUBSCRIBE" is centered on the top face in a white, bold, italicized sans-serif font. The button has a slight bevel and is mounted on a grey, circular base that also has a glossy finish. The lighting creates highlights and shadows, giving it a three-dimensional appearance.

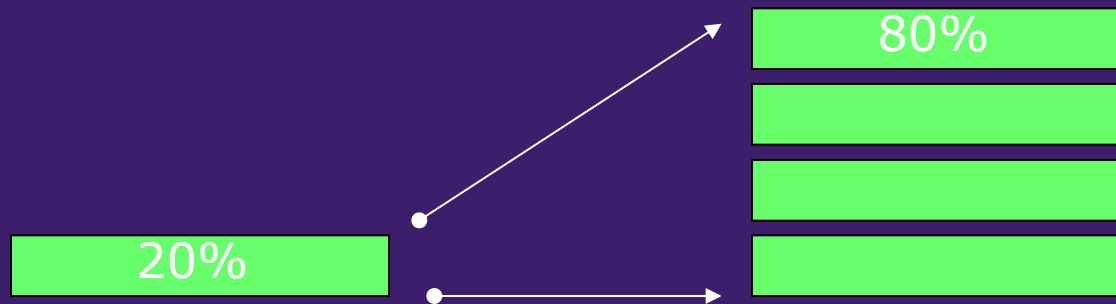
A close-up photograph of a door handle with a white and maroon sign hanging from it. The sign has the words "DO NOT DISTURB" printed in white capital letters on a maroon background. The door is made of light-colored wood, and the handle is a brushed metal pull.

**DO NOT
DISTURB**

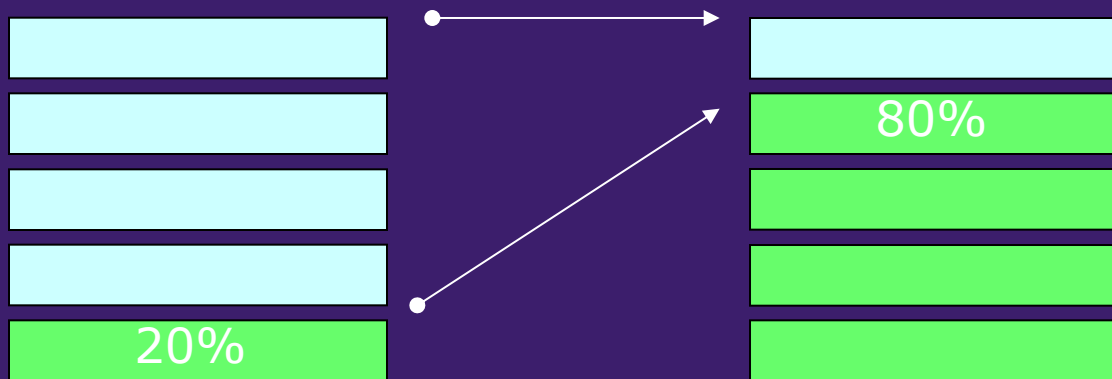


Perfectionism

The Pareto Principle – 80/20 rule



The Pareto Principle – 80/20 rule



Selective Perfectionism

Some things 100%

Some things 80%

Some things 50%

Set a deadline

Not “When I’m happy with it”

5pm today

Procrastination

Time management – procrastination

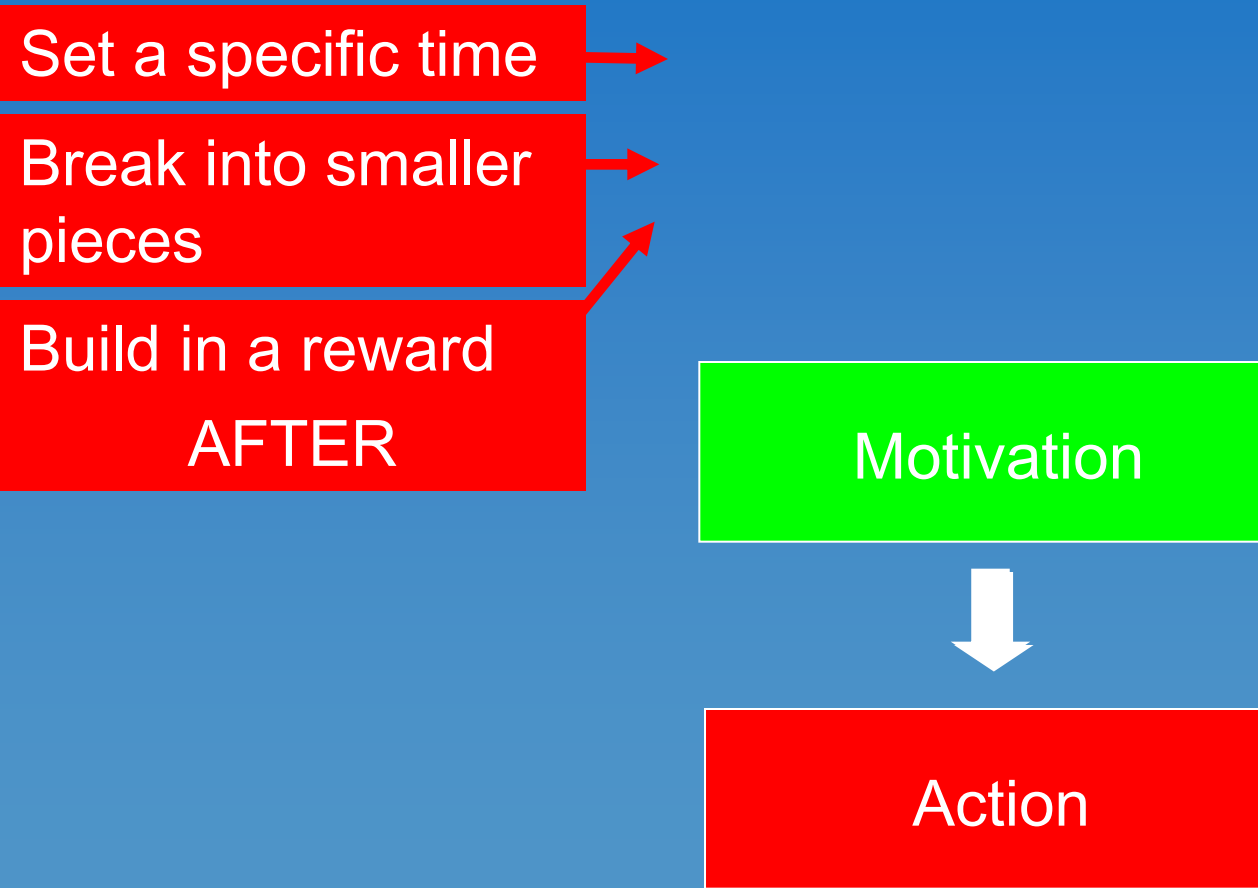
- ▲ Think of something you are putting off
- ▲ Two problems
 - ▲ It doesn't get done
 - ▲ The black cloud



Motivation

Motivation

How motivation happens



Procrastination

- ▲ That thing you were putting off
- ▲ How could you start
- ▲ Tell the people around you



Focus

A red laser line originates from the left edge of the frame and points directly at the letter 'o' in the word 'Focus'. The 'o' is highlighted with a bright red glow and a small starburst effect, indicating it is the focal point.



The Paradox of Choice

Why 0
More 0
is 0
Less 21

"Today's world offers us more choices but, ironically, less satisfaction. This provocative and riveting book shows us steps we can take toward a more rewarding life."
—David G. Myers, author of *Intuition: Its Powers and Perils*.

Barry Schwartz





PIZZA

11" Regular \$13 13" Large \$17 15" Family \$21 12" Gluten Free \$16
 "Be sure to check out our specials on the back of this menu"

SUPREME	Cheese, tomato sauce, pepperoni, bacon, cabanossi, onion, mushroom, olives, capsicum, ham, anchovies, pineapple.
VEGETARIAN	Cheese, tomato sauce, onion, mushroom, pineapple, capsicum, oregano, garlic, chilli.
WANITA	Cheese, tomato sauce, onion, mushrooms, pineapple, capsicum, bacon.
CAPRICIOSA	Cheese, tomato sauce, pepperoni, onion, mushrooms, olives, capsicum, garlic.
DOWN UNDER SPECIAL	Cheese, tomato sauce, prawns, pepperoni, mushrooms, pineapple.
FOUR MEATS	Cheese, tomato sauce, ham, cabanossi, pepperoni, bacon. (beef extra charge)
FOUR SEASONS	Cheese, tomato sauce, ham, prawns, mushrooms, capsicum.
CAPRICE	Cheese, tomato sauce, anchovies, ham, mushrooms, olives.
NAPOLITANA	Cheese, tomato sauce, anchovies, garlic, oregano, olives.
TROPICAL	Cheese, tomato sauce, ham, pineapple.
MARGHERITA	Cheese, tomato sauce, garlic, oregano.
SPANISH	Cheese, tomato sauce, ham, mushroom, olives
CABANOSSI	Cheese, tomato sauce, cabanossi, olives.
MEXICAN	Cheese, tomato sauce, pepperoni, capsicum.
AUSTRALIAN	Cheese, tomato sauce, bacon, egg, onion.
SUMMER ISLAND	Cheese, tomato sauce, ham, onion, prawns, garlic.
SWEET & SOUR	Cheese, tomato sauce, ham, pineapple, prawns.
MARINARA	Cheese, tomato sauce, prawns, anchovies.
BOLOGNAISE BEEF	Cheese, tomato sauce, beef, oregano, garlic.
SEAFOOD	Extra cheese, tomato sauce, prawns, parsley, garlic.
SATAY CHICKEN	Cheese, satay sauce, chicken, mushroom, onion.
CHICKEN HAWAIIAN	Cheese, BBQ sauce, chicken, pineapple, capsicum.

Extra toppings: Regular \$0.80 Large \$1.00 Family \$1.40
 Optional sauces: BBQ, Chilli, Garlic, Sweet Chilli, Satay.
 Half and half pizzas available on the large and family only for \$1.00 per pizza.

Gourmet ingredients are subject to availability and incur an additional cost.	Regular	Large	Family	Gluten free
Italian Salami	\$1.00	\$1.50	\$2.00	\$1.30
Avocado	\$1.50	\$2.00	\$2.50	\$1.80
King Prawns	\$4.00	\$4.50	\$5.00	\$4.20
Fresh Cheese	\$1.50	\$2.00	\$2.50	\$1.80
(Bocconcini, fetta, Camembert)				
Brushetta	\$1.50	\$2.00	\$2.50	\$1.80
Sundried Tomato	\$1.50	\$2.00	\$2.50	\$1.80

If you're looking for something not listed please don't hesitate to ask a member of the team.



PASTA

One size available for takeaway.
 Choose your Pasta and sauce combination.
 Spaghetti, Fettuccine, Penne.

Tortellini, Gnocchi \$1.00 extra. Gluten free pasta available.

T=Traditional below the pasta names

Napolitana T	10.90
Traditional red sauce with basil	
Boscaiola T	10.90
Creamy sauce with mushroom and bacon	
Arrabiata	10.90
Napolitana with chilli and a dash of cream	
Bolognese T	10.90
Rich meaty red sauce	
Cream spinach T	10.90
Creamy sauce with spinach and parmesan cheese	
Pesto T	10.90
Basil and pine nuts in a creamy white sauce	
Carbonara	12.90
Onion, bacon, cream, egg and parmesan cheese	
Lasagne T	10.90
Layers of pasta filled with meaty sauce	
Marinara	12.90
Seafood in red sauce	
Spaghetti putanesca	14.90
Cappers, anchovies, garlic, chilli, basil, olives and napolitana sauce.	
Spaghetti mare e bosco	15.90
Mushrooms, mussels, prawns, chilli, garlic, white wine and napolitana sauce.	
Penne fino	15.90
Bacon, sun dried tomatoes, gorgonzola, cream and napolitana sauce.	
Fettuccine sorentino	13.90
Sun dried tomatoes, walnuts nuts, cream and napolitana sauce.	
Spaghetti crab and prawns	13.90
Crab, prawns, chilli, garlic & napoli sauce	
Fettuccine & prawns	13.90
Prawns, chilli, garlic, basil & napoli sauce	
Mamma risotto	16.90
Prawns, worcestershire sauce, cream, shallots and parmesan shavings.	

Try adding a little something extra to your pasta.

Sundried tomato, Mushroom, Eggplant \$1.00 Bacon, Chicken \$2.00 Seafood \$3.50
 Many other ingredients available on request.

"Have our chefs turn your favourite pasta into a cheesy pasta bake for just \$2.00 extra"



SEAFOOD

"Only the freshest seafood is used at Pizza Down Under."

	Entree	Main
Garlic prawn	13.90	21.90
King prawns served in a garlic and chilli Napolitana sauce		
Angels on horseback	14.90	22.90
King prawns wrapped in bacon and grilled to perfection.		
Salt and pepper squid	14.90	22.90
Tender baby squid lightly battered and seasoned. Main meal served a garden salad.		
Calamari alla zingara	14.90	21.90
Olive, basil, chilli, anchovies, cappers & napoli sauce		
Fish of the day		Market Price
Fresh caught fish for you tasting delight		
Hot mixed seafood platter		39.00
(Prawns, balmain bugs, mussels, blue swimmer crab, calamari) Served with chilli, garlic, white wine and napolitana sauce.		
Nile perch fillet		18.90
Grilled and served with chips and salad.		
Cozzie marinara	14.90	21.90
Mussels served in Napoli sauce with chilli and garlic.		



STEAK

Pepper steak	24.90
Creamy pepper sauce.	
Mushroom steak	25.90
Tender scotch fillet with chef's special mushroom sauce.	
Steak dianne	23.90
Grilled scotch fillet with our famous Dianne sauce	
Fillet italiano	32.90
Prime cut scotch fillet served with king prawns and mussels in napoli sauce with a hint of chilli and garlic.	
Terra mare	35.90
Prime cut scotch fillet with Tasmanian scallops and king prawns in a creamy pepper sauce.	

Our main meals are served with seasonal vegetables.
 Chips are available for a \$1.00 extra.

T N T



The Paradox of Choice

Why 0

More 0

is 0

Less 21

"Today's world offers us more choices but, ironically, less satisfaction. This provocative and riveting book shows us steps we can take toward a more rewarding life."

—David G. Myers, author of *Intuition: Its Powers and Perils*.

**Barry
Schwartz**

T

SMALL

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Micro

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Work/Life Balance – Boundaries

When are you off duty?

Time to regenerate

Work/Life Balance – Routines

Don't leave it to chance

Don't need to think

Work/Life Balance – Ask your family

Ask before you commit

“Your work gets the best – we get the rest”

Work/life balance - presenteeism

- ▲ It's not just about being physically present
- ▲ Write down your concern or temporarily put it aside
- ▲ Decide you will worry later (if you must worry!)



Work/life Balance - Worry

The magic of worry – magical thinking

The same negative thoughts recycling through your brain

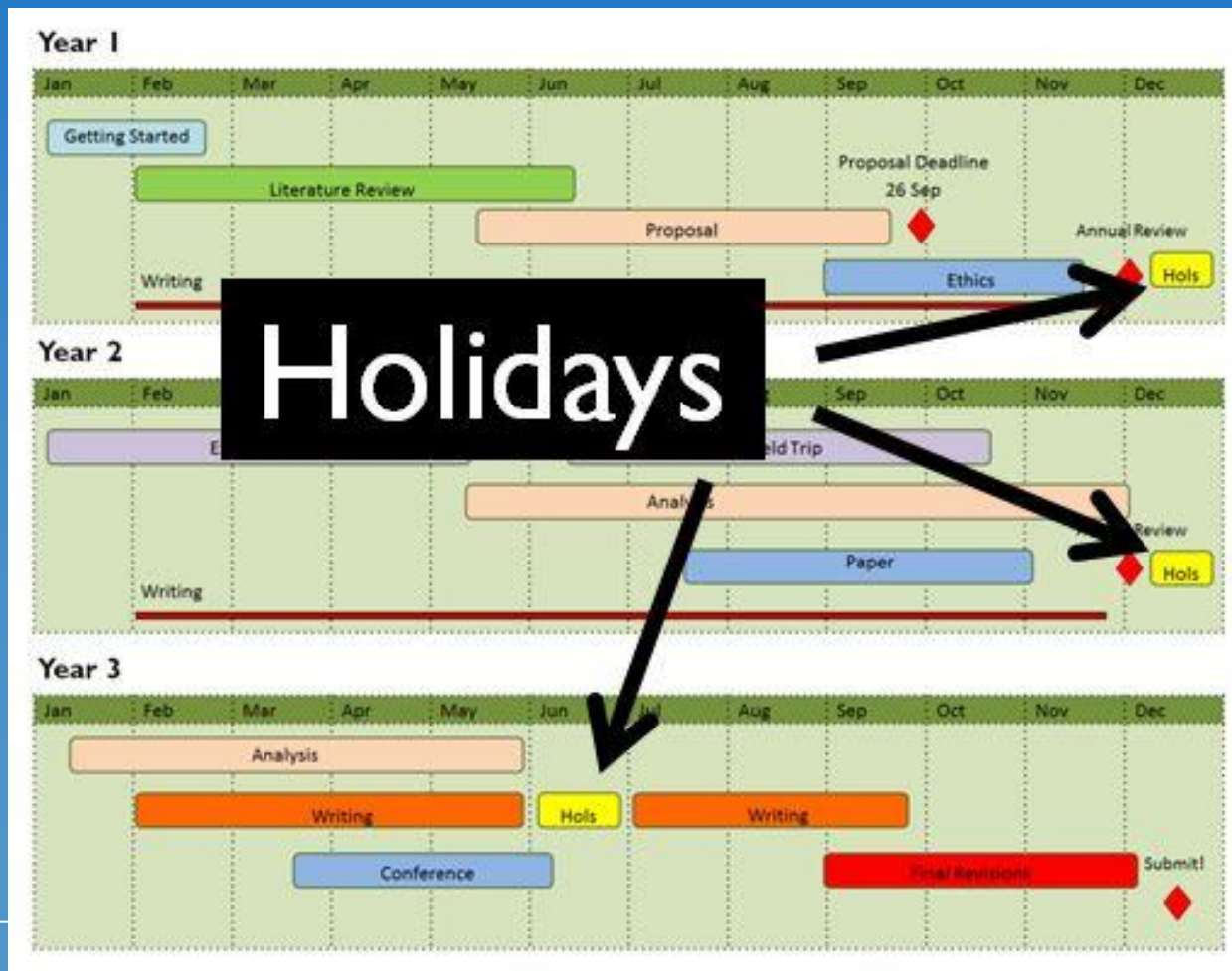
Worry



Problem-
solving

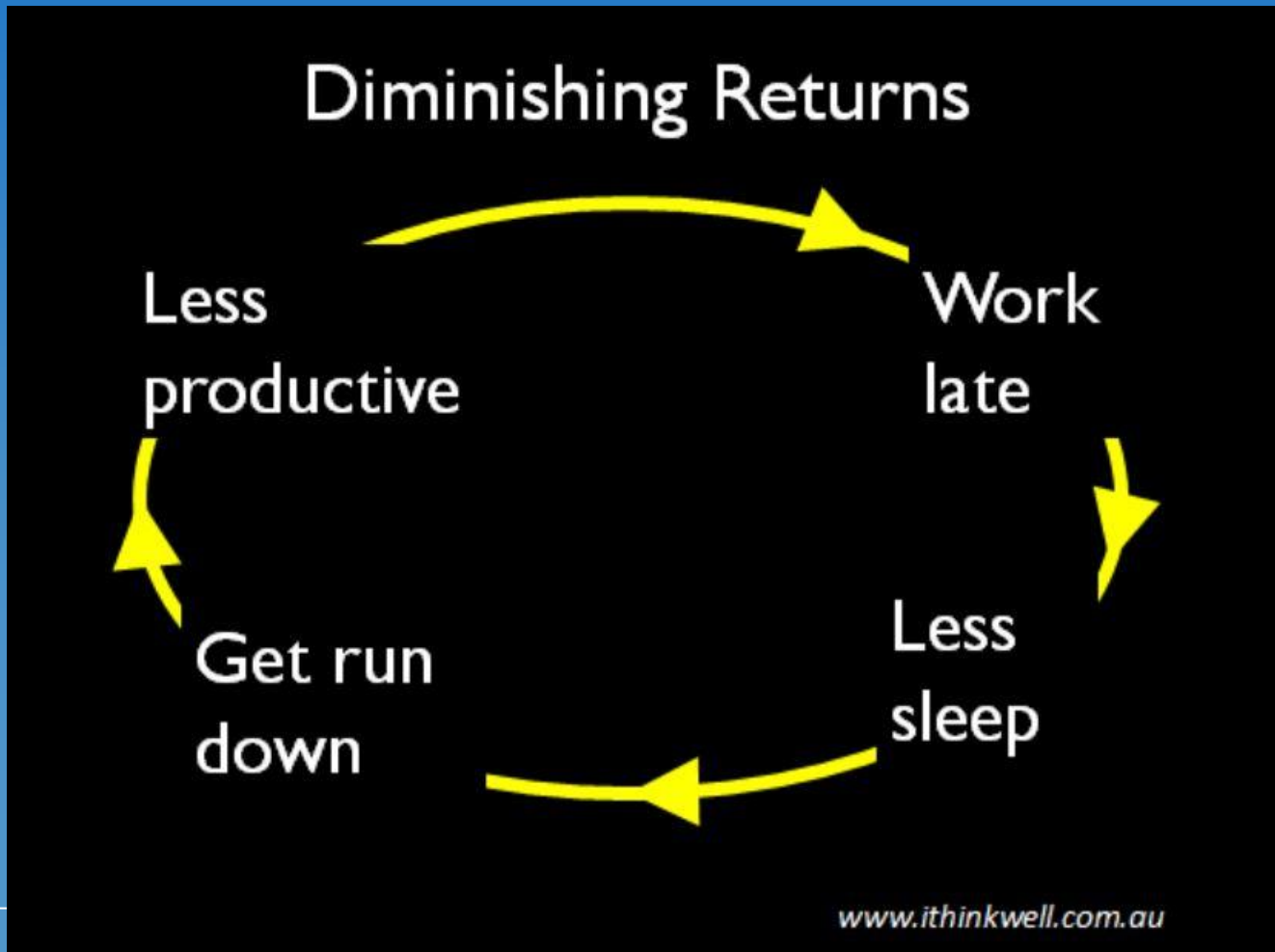
Work/Life Balance – Breaks

Organise breaks and holidays



Work/Life Balance – Breaks

Organise breaks and holidays



Work/Life Balance – A Scenario

A saying No scenario

Saying NO

Situation:

A community group you have been building links with has asked you to join their board and assist with their re-accreditation process. They desperately need help.

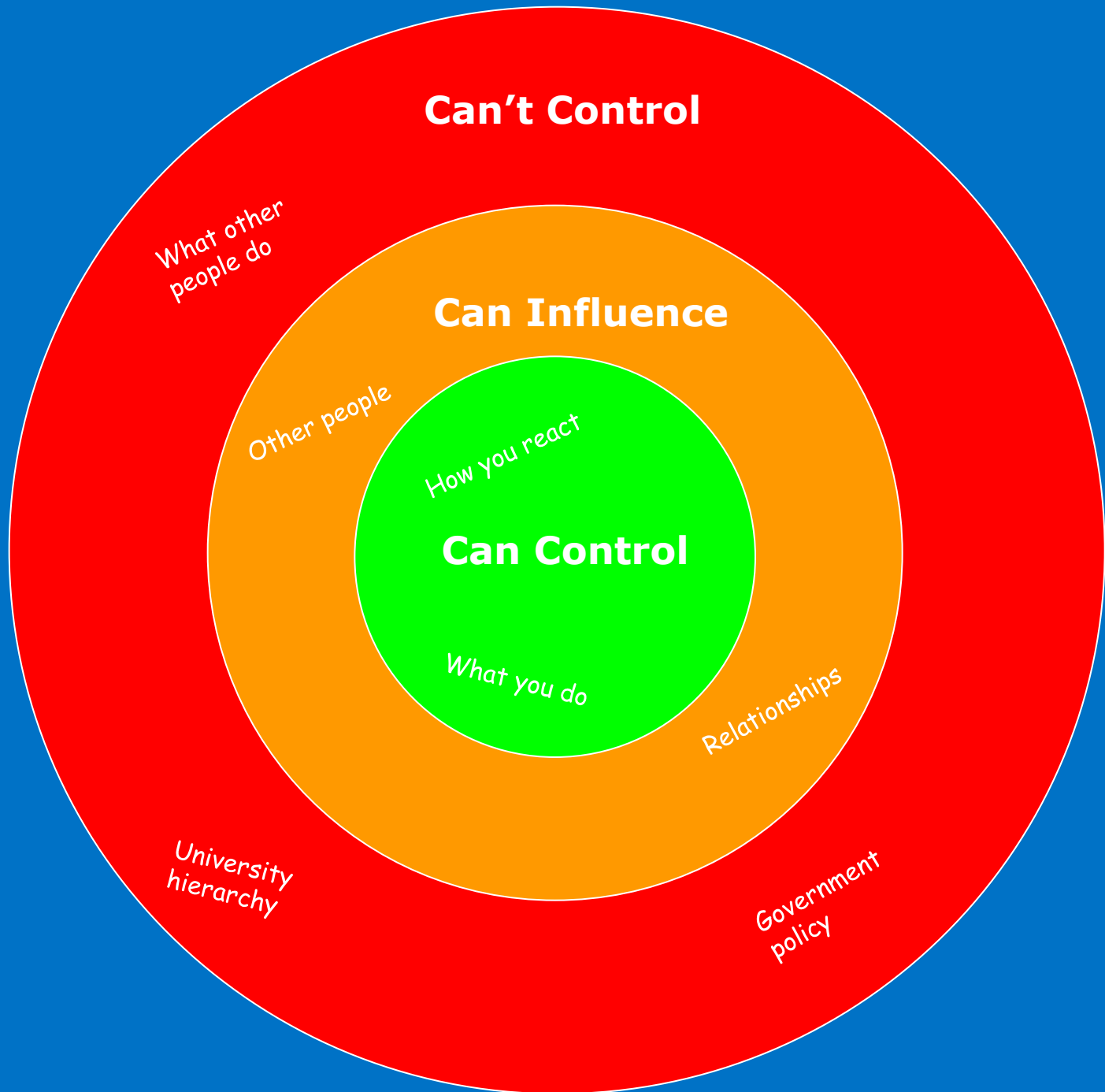
Feelings:

As you sit at the meeting about to say NO how do you feel?

Work/Life Balance

- What works?
 - ▲ regular commitments, routines
 - ▲ Boundaries – work/home
- What doesn't?
 - ▲ hoping it will all work out
 - ▲ ignoring it

Circles of influence



Can't Control

What other people do

Can Influence

Other people

How you react

Can Control

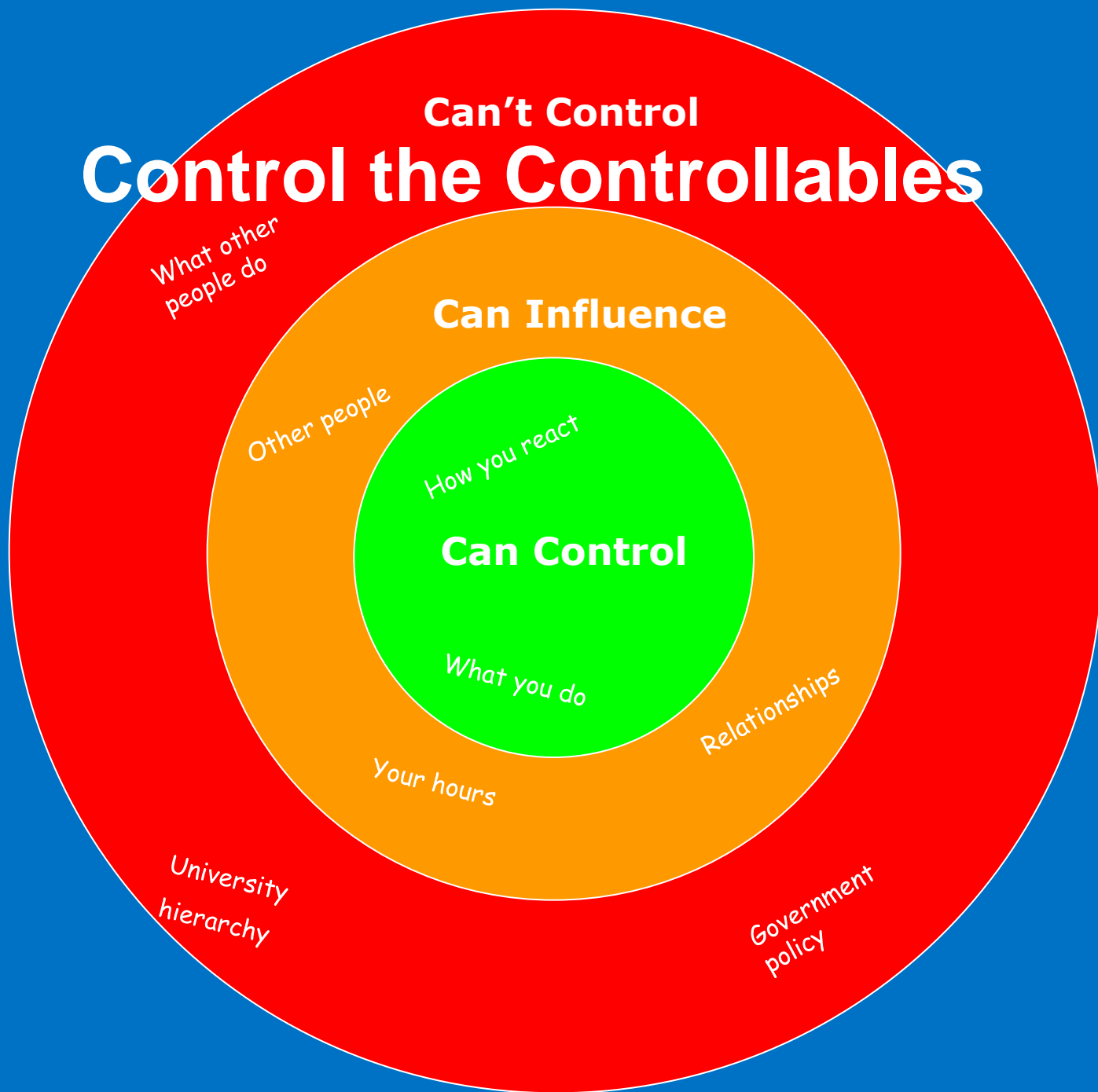
What you do

Relationships

University hierarchy

Government policy

Control the Controllables



Can't Control

What other people do

Can Influence

Other people

How you react

Can Control

What you do

Relationships

Your hours

University hierarchy

Government policy

What are your Controllables?

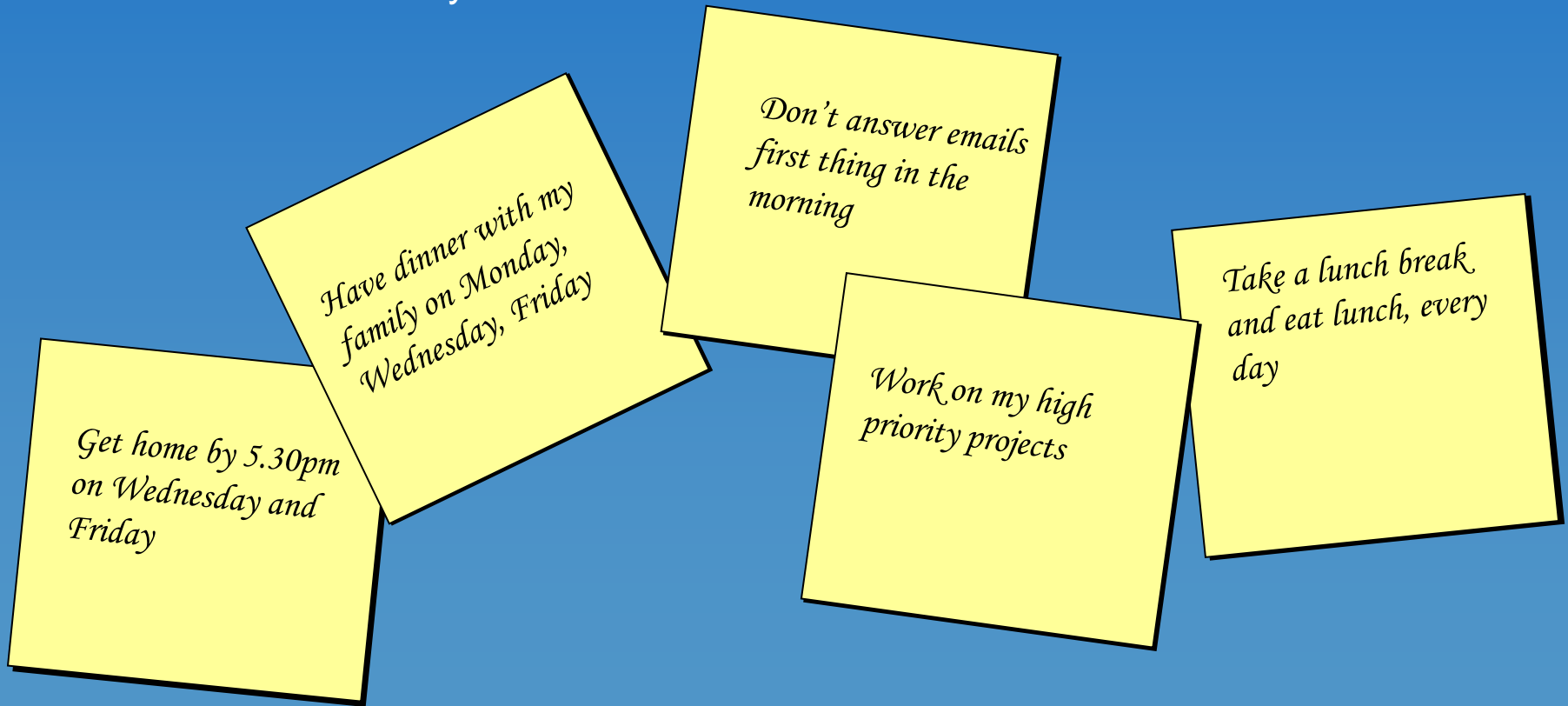
What can you do (or not do!) that could help you balance your life

For example:

- ▲ exercise
- ▲ Breaks
- ▲ routines
- ▲ get home on time
- ▲ spend time with friends

Action plan

- ▲ What will you do?
- ▲ Write it on a sticky note



Summary & feedback

What was the most useful or meaningful thing you heard in this session?

