Advising with Structure and Efficiency

Bringing Your Best Self as a Caring Professional Lauren Cannon

Rochester Institute of Technology

Agenda

- RationaleBackgroundStrategize
- Reflect
- Share





Rationale: Why are we so busy?



Source: ABC News, August 10, 2022

Background: What are our roles and how to we fulfill them?

Strengths	Challenges

Strategies - Analyze Your Calendar

- DAILY: When do you do your best independent work? When do you do your best collaborative work? How many students can I see per day and still complete all my work?
- WEEKLY: What days of the week do you typically have more meetings that you cannot control? Can you select a day or half day to focus on administrative work?

• MONTHLY: What are your busy seasons throughout the academic year? When can I get ahead on during slower parts of the year?

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Strategies - Analyze Your Calendar, cont.

MONTHLY: What are your busy seasons throughout the academic year?

January Wrap up Academic Action, Orientation, add/drop week, academic success plans	February Performance appraisal	March Spring break, Initial Certifications, Shopping carts, heavy appointments	April New Applicants, Fall enrollment
May Academic Action, Degree Certification	June	July Freshmen Enrollment	August Orientation, add/drop, academic success plans
September	October Shopping carts, heavy appointments	November Spring Enrollment	December Academic Action, Degree Certification

Strategies - Control Your Calendar, cont.

 IMPORTANT DATES: Take note of any date that might impact you or your students as soon as you know them.

• EMERGENCIES: As advisors, unforeseen issues arise all the time. Save extra free space to deal with them.

 FLEXIBLE TIME: As professionals, we are expected to grow and improve. Save time for yourself to research opportunities and attend trainings/workshops

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Strategies - Analyze Tasks

The Urgent Important Matrix Quadrants



Strategies - Think Before you Agree

When you are asked to take on an added responsibility, think before you respond:

- WHO is asking, and WHO will benefit?
- WHAT is the purpose?
- HOW MUCH additional time will this take?
- WHY are you the right person to take on this task?



Strategies - Automate

What information are you regularly sharing with students?

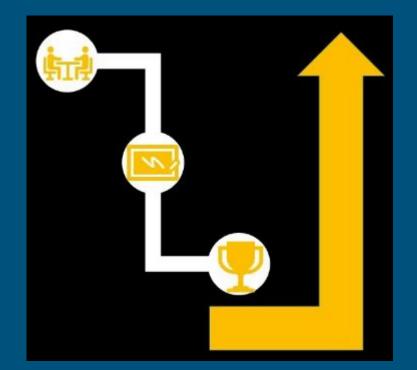
- Create summary documents or email templates to use for standard meeting follow ups
- Save sets of instructions for processes that students typically ask about
- Share templates with colleagues / ask what they use



Strategies - Use Backwards Design

In advising interactions, consider your END GOAL first:

- Answering emails
- Planning approaches to advising various year levels/majors
- Adjust your process based on common misunderstandings you have seen



Summary

Which of the following strategies do you think you will try to implement?:

- Analyze/Control your Calendar (Daily, Weekly, Monthly)
- Analyze your Tasks (Urgent/Important)
- Think Before you Agree
- Automate
- Use Backwards Design

Wrap Up