

# Advising with Structure and Efficiency

Bringing Your Best Self as a  
Caring Professional

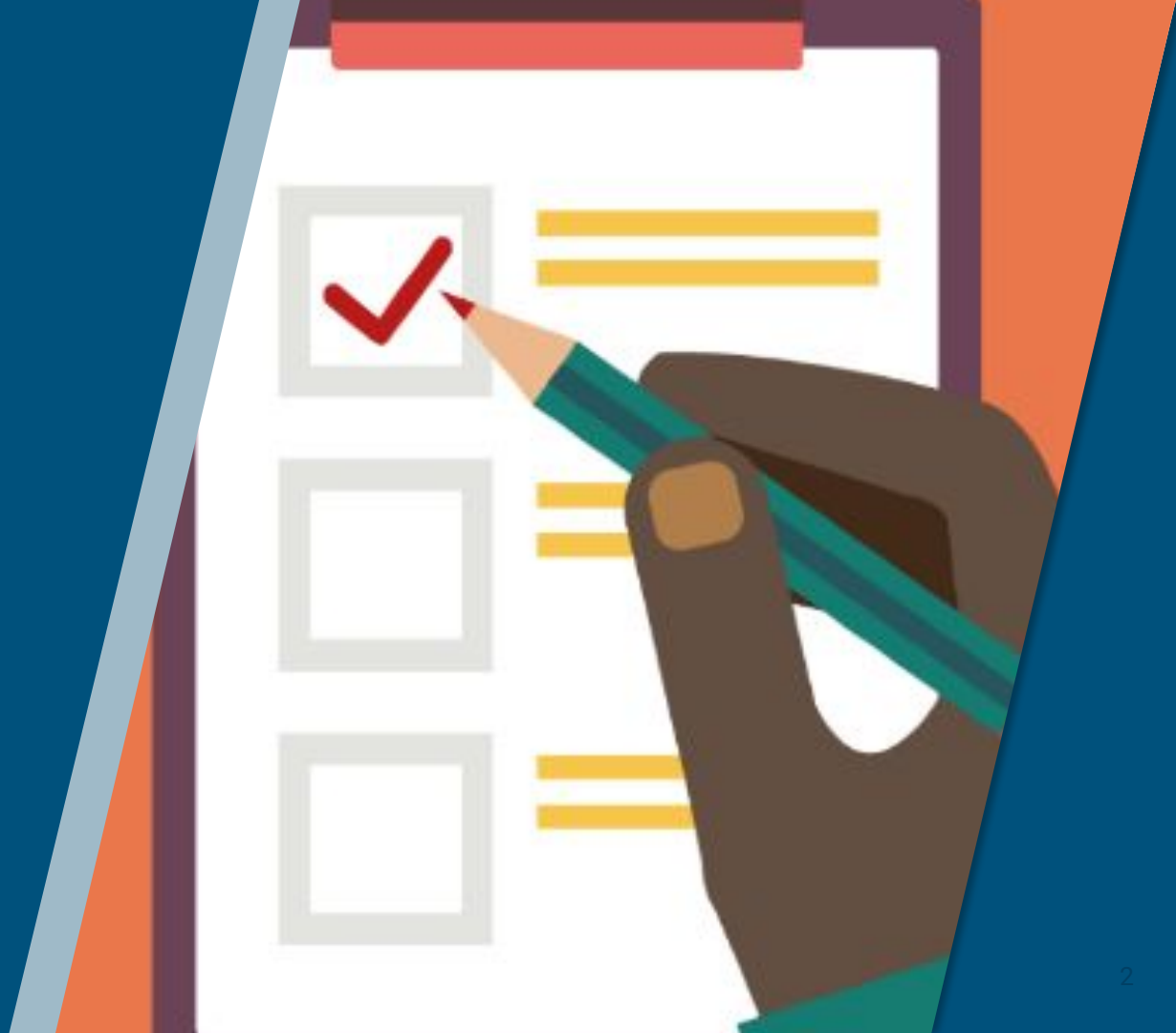
Lauren Cannon

Rochester Institute of Technology

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# Agenda

- Rationale
- Background
- Strategize
- Reflect
- Share





# Rationale: Why are we so busy?



# Background:

What are our roles and how to we fulfill them?

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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?



# Strategies - Analyze Your Calendar, cont.

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

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





# Strategies - Analyze Tasks



# Strategies - Think Before you Agree

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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

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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

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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

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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

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