Top 10 Tips for Balancing your Teaching and Research

This infographic is based on a study which surveyed faculty members working within Higher Education institutions about how they have been able to succeed with balancing teaching and research and it shares their recommendations. The top tips below can be adapted as appropriate to suit your own unique circumstances and can help you establish a balanced workload.

1. Combine your Research and Teaching
   ‘Use’ your research in your teaching, and your teaching to inform your research. Think of teaching and research as one entity, rather than being in competition with one another.

2. Learn to Say No
   Be confident enough to say no, whether this is to students or to additional admin tasks that are not imperative.

3. Start with an Effective Plan
   Be well-organised and create a clear plan, within this set yourself manageable deadlines for each task you need to complete.

4. Dedicate your Time Efficiently
   Allocate yourself specific time slots for research, in whichever way works for you. As recommended by those surveyed, this could include having dedicated days for research.

5. Collaborate with Students and Colleagues
   Collaborate with other colleagues and students to reduce your workload. It is important to work with someone who motivates you and who you can ask for advice.

6. Seek Support
   Make sure to ask for help when you need it. This includes having the confidence to be honest with management about what your needs are.

7. Focus on your Passions
   You should have a deep understanding and be passionate about your chosen teaching and research topic. The more interested you are in something the less it will feel like work!

8. Prioritise
   Prioritise your workload. This is something you hear all the time, but that’s because it’s important... Turn off or ignore your emails whilst you’re working and say no to pointless meetings!

9. Have a Work/Life Balance
   Make sure that you take your leave and don’t just plough on, it is important for your mental health to have time off.

10. Allocate Different Spaces for Teaching and Research
    Try to have different spaces for both teaching and research. It was recommended by members of faculty to be out of the office for research.