

Teaching-research balance

- Recognise that it will be difficult and be proactive
- Try to integrate both teaching and research where possible
- Focus on career progression aspects
- It's okay to say no sometimes
- Find mentors
- Ensure you quarantine time for research

Alternative Career Paths and Plan B

- Always have a plan B to Z
- Plan B to Z are not failures
- Know your transferable skills and where they can lead you
- Find industry partners that align with your interests
- Get mentors and advice from people who are outside of academia and keep these links active
- Keep your academic status if you do get a job outside of university
- Upskill in what you enjoy
- Talk about your plans with your leadership, mentors and your peers
- Think global as part of your pathway, even if temporary

Public Engagement

- Do it from the start, and keep doing it and giving back to create a cycle
- Contact the university media team for opportunities e.g. on radio
- Consider publishing in the Conversation
- Promote yourself and your work
- Co-design your research and feedback your results to community
- Don't work in a bubble – starts with engagement and you need the public to translate to disseminate results
- Teaching and learning should be accountable to the public
- Be proactive – don't expect the public to come to you
- Be authentic in all engagement and initiate engagement with the public at all stages of your career
- Think about what public engagement looks like for you and what you want to achieve and learn
- Keep assessing if you have the right people around you and be flexible in your views – be open to learning and get input from the public
- Be fearless – listen and keep working on it
- Funding often requires the definition of the question to get funding – involve the public in finding the questions
- Sharing knowledge goes both ways
- Start with a common/shared problem

Work-Life Balance

- Take care of yourself
- Build a strong support network
- Time blocking
- 'Nexus' is more than balance, sometimes work needs more, sometimes life needs more
- Say 'yes' to your passions
- Be passionate with your purpose
- Have clear priorities and boundaries
- Overcome guilt and have more self-compassion
- Choose a supportive workplace environment
- Always ask for what you want
- Do the best you can with your strengths and your time
- Be comfortable with dynamic changes to work and life structure – it's not always going to be 9-5
- For supervisors, understand the needs of your staff and facilitate these discussions
- Do a cost-benefit analysis
 - Time
 - Fulfillment
 - Pay off
 - Benefit
 - Energy

Networking and Collaboration

- Take action on any small opportunity
- Get mentors
- Use Linked In to
 - Build yourself and your professional branding
 - Connect
 - Network
- Don't be afraid, be brave
- Check your Google Scholar and Web presence
- Fearless relationship building – be interested in others
- Do catch ups and develop collaborations to work together
- Sell yourself – pitch and practice
 - Avoid glaze eyes
 - BBQ pitch
- Use conferences to network – invest in the effort to keep in touch

Mentorship and Leadership Skills

- Seek external advice
- Don't wait too long to get a mentor
- Mentorship can come from your peers, not just supervisors
- Leverage your own style
- Be mindful of engaging with different personalities
- Seek formal professional development
- Mentor the mentor
- Understanding what your role is as a leader/mentor
- It's important
- Embrace being a mentor

Career Progression and Promotion

- Explore supports available to you, e.g. DEI programs, help preparing promotion applications
- Match life experiences to career experience – out of the box skills
- Why do you want to progress?
 - Salary? Status? Drive? Expectations? Colonial standards of progression?
- Never forget where you came from
 - Help others ○Bring up junior staff ○Be a good, supportive, strong, fearless leader
- Choose your own path and only play the game as much as you have to
 - Balance your career and your values
- Find out how to get consultancy funding - what skills do you need for this?
- Build collaboration skills
 - Teamwork and “tag teaming” around research outputs
 - Have a writing buddy for accountability and mentoring
 - Organise a writing retreat with the whole team
 - Set an out of office for emails if you are on a writing retreat
- Develop your unique skill sets
 - Work out what skills you have that are unique and that can increase your employability
 - Create relationships with people who are different to you to gain new skills
- Know what you want - be active in your own career progression

Time Management and Productivity

- Manage emails – shut off notifications to avoid distractions
- Manage time in your diary – block out designated time for activities
- Identify multitasking opportunities
- Make lists – set priorities to meet expectations and timeframes
- Know your KPIs
- Understand how long things take – time yourself to gain a realistic understanding of time constraints and how to plan your day
- Use electronic time keeping tools e.g. Trello
- Take productive breaks to get back to work refreshed and motivated
- Remember to call and have a real face to face conversation versus email trails when appropriate – get real time / faster feedback / information / advice
- When working in teams
 - Create and reinforce deadlines
 - Have shared visibility of each other calendars for scheduling meetings
 - Make informed choices about project activities
- Know when and how to say no
- Remember to engage with your supervisor and gain their support
- Ask for help if you're drowning in work
- Stack tasks that recur again and again
- Manage people's expectations with time frames
- Say no to work that can be delegated
- Prioritise what is most important