

Cathy Mazak: Hello and welcome to Organize Your Academic Life. My name is Cathy Mazak. This program teaches you a complete system of workflows for organizing your academic life from committee work to co-authoring. You'll find though that this is actually the most insignificant benefit of this program. The real benefit is how you will feel when you stop spinning your wheels and when opening your computer in the morning, doesn't flood you with overwhelm. There is no real point in organizing yourself just for organization's sake. We implement and maintain an organizational system so that we can work better, smarter, and with less stress. We are organized so that the everyday clutter gets swept aside and the path to our larger goals is clear. For this reason, after a brief overview of the system, we begin with strategic planning. If you take anything away from this program, it should be the ability to create and maintain a strategic plan for your academic life and the acknowledged scheduled importance of doing so.

Cathy Mazak: The strategic planning that you will do in this course grounds the whole system. You will not maintain any organizational system if you don't have a deep, clear why and a set of important goals driving you. Maybe you've never done any of the exercises in the strategic planning module. Maybe you're thinking that's silly. I'll do them later. Don't. Instead set aside time and really focus on these activities. I tell you at the beginning of each lesson about how long I think each lesson will take you to do. These activities will ground your whole organizational system and your career. After the strategic planning module, we'll move step by step through your academic life, creating an organizational system as we go, including writing, co-authoring, researching, working with students, planning courses and committee work. In the process, you'll learn workflows, a key aspect of this system and download pre-made templates that you can tweak to fit your specific situation.

Cathy Mazak: This system is made for you to take, implement and then make your own. I created Organize Your Academic Life because I think we can do better in academia. I think that we can experience academia in a way that is more peaceful, centered, and joyful. I think that we should feel content in our jobs. It's a radical idea, right? We shouldn't feel so overwhelmed and stressed all the time. Our fields need the best of us so that we can do our best work and move humanity forward. I hope that this program helps you to do that because we need your voice.