

FIVE TIPS ON MANAGING STUDENT / ADVISOR WORKFLOW IN 2021



1. EMBRACE ONLINE LEARNING

For students and advisors alike, 2021 will likely be another year of distance learning. Use this time to explore the wide variety of online tools available.

2. SET CLEAR GOALS

Having clear goals has always been the number one priority in any research project, but, will be more important than ever in 2021.

Having a clear research question is the first step



3. SET A COMMUNICATION STRATEGY

Whatever strategy you choose, it is important to establish expectations.

How fast should the response be?

Do you expect a response after work hours?

What about weekends?

4. SET CLEAR EXPECTATIONS

When setting expectations, advisors should always keep the education and background of the student in mind.

In many programs, the students will have a wide range of previous research experience.

Expectations must be tailored to this experience.



5. BE REALISTIC ABOUT TIME

2021 will likely be stressful for all of us regarding time management.

Advisors and students should have an open and honest discussion about time.