

Research in Action Podcast Instructor Guide

Use the following episode description, learning objectives, guiding questions and activity suggestions to more easily include “Research in Action” podcast episodes as a supplemental resource for your course.

Dr. Katie Linder on Juggling Multiple Projects [31:44]

Research in Action - Episode 4

Podcast and Episode Information

“Research in Action” is a weekly podcast about topics and issues related to research in higher education featuring experts across a range of disciplines.

On this episode of the podcast, the guest, Dr. Katie Linder, Director of Research for Extended Campus at Oregon State University, shares some of the organizational strategies for juggling multiple research projects that she’s developed over her time as a researcher.

Segment One [00:00-10:14] - In this segment, Katie talks about several strategies for writing down or logging projects so that you aren’t taking up mental energy by keeping them all in your head. More specifically, she talks about white board use, conducting a project audit, and her calendaring strategies.

Segment Two [10:15-18:51] - In this segment, Katie shares several strategies for sharing and delegating research tasks, which can also serve to help keep you accountable when working on multiple projects simultaneously.

Segment Three [18:52-31:44] - In this segment, Katie discusses some strategies for organizing multiple projects and shares some digital resources that she’s found to be helpful.

Show notes and a transcript for this episode can be found at:

<http://ecampus.oregonstate.edu/research/podcast/e4/>

Learning Outcomes

By listening to this episode, students will be able to:

- List organizational strategies for managing multiple priorities
- Identify calendaring methods for tracking projects and deadlines
- Describe ways a calendaring system can be used to build a project timeline
- Discuss techniques for delegation of tasks and collaboration within projects
- Name project management software resources
- Discuss methods for digital organization and versioning
- Cite resources for reference management and notetaking software
- Identify approaches to physical and digital file retention

Guiding Questions for Listening

- What is the first strategy mentioned as a way to create a comprehensive list of next steps and actions items?
- What strategy does Katie recommend when projects become backed up?
- According to Katie, in what ways can a calendaring system help you track the duration of projects and build timelines?
- How might it be beneficial to “block out” time right up to the deadline of a project?
- Why is it important to set aside time to effectively delegate a task to another individual?
- What are some benefits of utilizing project management software
- Based on Katie’s recommendations, how could you begin or improve upon your current system of digital organization
- What is a versioning system?

- What challenges might arise when creating a digital organization system for yourself?

Possible Activities

- Lead students in a discussion (in-class or online) of the main topics from the episode and have them reflect on which of the strategies detailed in this episode might be most beneficial to their project management as students.
- Ask students to visit the show notes for this episode (<http://ecampus.oregonstate.edu/research/podcast/e4/>) and look at an additional resource that is linked in connection with this episode. Students can write a short review of that resource to share with their peers.
- Ask students to visit the show notes for this episode (<http://ecampus.oregonstate.edu/research/podcast/e4/>) and post an additional resource connected to the content of the episode in the comments section.
- Have students share questions that are raised for them based on the content of this episode. What would they Dr. Katie Linder if they could?

Suggested Citation (APA, 6th edition)

Linder, K. (Producer/host). (2016, April 25). *Dr. Katie Linder on Juggling Multiple Projects* [Audio podcast]. Retrieved from <http://ecampus.oregonstate.edu/research/podcast/e4/>

Notes

About the Research in Action Podcast

“Research in Action” (RIA) is a podcast about topics and issues related to research in higher education featuring experts across a range of disciplines. Episodes are posted weekly and include guest interviews and occasional solo episodes. Guests are from a range of higher education institutions and share their expertise on qualitative, quantitative and mixed methods as well as their personal experiences as researchers, research and writing practices, organizational and productivity strategies, and much more. Some weeks, bonus content will also be posted.

“Research in Action” is hosted by [Dr. Katie Linder](#), research director for Oregon State University Ecampus.

Visit the podcast website to view [show notes and transcripts for each episode](#), explore our [episode guide](#), learn more about how to [contact us](#), or [suggest a future guest or topic](#).

You may subscribe to the [“Research in Action” RSS feed](#) or access the podcast via [iTunes](#), [Soundcloud](#) or [Stitcher](#).

“Research in Action” is also listed on [MERLOT](#).

The “Research in Action” podcast is a resource funded by Oregon State University Ecampus – ranked top ten in the nation for online education two years running by U.S. News & World Report. OSU Ecampus has more than 45 degree programs and more than 1,000 classes online.

Contact

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