



The Essentials for Effective *Teaching*

- **The Granite: Be Passionate and Excited About Your Subject**
- **Be VERY Organized**
- **Know Your Students by Name and Get to Know Them**
- **Show Your Students That You Care About Their Well-being**
- **Let Your Students Know You and the Things You Value**
- **Be Very Approachable**
- **Match the Level of the Material to the Level of the Audience**
- **Go Old School: Avoid Powerpoint “Lectures” + no eGadgets**
- **Class-time Should Be Informal, With Lots of 2-Way Q&A**
- **Constantly Connect the Material to the Real World**
- **Never Be Easy, But Always Be Fair**
- **Believe the Student Evaluations (use EC for 100% sampling)**
- **Seize Your Opportunity To Teach Life Lessons (quotations)**



The Essentials of Effective *Mentoring*

- **The Granite**: Foster an Informal, Collaborative Team Vibe
- **Show Your Students That You Care About Their Well-being**
- **Let Your Students Know You and the Things You Value**
- **Regular Contact Time Is Essential, But Don't Overdo It**
- **Provide Candid Appraisals, But Always Be Constructive**
- **Lead by Example - Work as Hard as Your Students**
- **Actively Encourage Your Students To Become Mentors**
- **Empower Your Students to Use You Only as a Sounding Board**
- **Always Be Patient, Upbeat and Optimistic**
- **Provide a Safe Environment for Failure**
- **Celebrate The Accomplishments of Your Students and Team**
- **Give Credit Where Credit Is Due (Always Them, Never You!)**
- **Be Joyful and Always Remember the Golden Rule**



The Essentials for Work-Life Balance

- The Granite: Strive to Establish a Sustainable Mode of Living
- Success at Work Without Success at Home \neq Real Success
- Outside of Work Hobbies are Essential to Your Well-being
- Put Family Before Work, Always
- Let Your Grad Students Help You by Helping Themselves
- Delegate ... Delegate ... Delegate
- Be Hyper-alert to the Symptoms of Stress and Burn-out
- Type-A Symptoms: **Hurry Sickness + Free Floating Hostility**
- There are NO Email Emergencies
- Reminder: all eGadgets are Addictive - No Cell Phone!
- Step Away During Semester Breaks to Recharge
- A Vacation With Your Work in Tow \neq Vacation
- Daily Contemplation & Prayer + Biannual Silent Retreats
- **Remind Yourself What You Love About Life (Work + Home)**