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Time Management: Fact or Fiction?
What are your time management challenges?
Why does time management matter?
Why does time management matter?

- Keeps you efficient and on task
- Maximizes your productivity
- Allows for personal-professional balance
- Avoids burnout
What is time management?
What is Time Management?

- Organization
- Prioritization
- Balance
Why Me?

- Someone who struggles with time management should lead the discussion
- Spent loads of time thinking about this and strategizing
- Figured out how to manage multiple different agendas
- Being on time is not the same thing as time management!
Of the many things that you have to do, how did you decide what you are going to do today?
# Time Management

<table>
<thead>
<tr>
<th>Unimportant and Urgent</th>
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<tbody>
<tr>
<td>Unimportant and Non Urgent</td>
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Unimportant and Non Urgent

Examples?
Unimportant and Non Urgent

- Opening your mail
- Reading every email as it arrives
- Facebook
- On line training
- Getting a cup of coffee
- Reading email jokes

- Can be a break in the day
- Serves as a “mental vacation”
- Can also waste hours of time
Unimportant and Urgent

Examples?
Unimportant and Urgent

- Someone dropping in to chat
- Meetings (some)
- Phone calls
Important and Urgent

Examples?
Important and Urgent

- Patient care
- Patient phone calls
- Meetings (some)
- Crisis management
- Educational commitment
- Research commitment

- Most people spend most of their time here
Important and Non Urgent

Examples?
Important and Non Urgent

- Reflection
- Planning
- New projects
- Creative thinking

- Most often neglected quadrant
- Yet one of the most important for success
What will you do today?

- Important to stop and think about which quadrant each activity falls into
- Need to balance and manage the four quadrants
- Unimportant and nonurgent activities often serve real purposes, but can waste hours of time
- Unimportant and urgent activities are the hardest to manage; often reflect someone else’s agenda
What will you do today?

- Need to know what you need to do and when it needs to be done
- Identify important tasks
  - Your agenda
  - Others agenda
  - Where they overlap
- Think about your schedule by day, week, month
- Know where your blocks of time are and protect them
One of the critical skills is managing your schedule

- Have one schedule for work and home
- Include not only your schedule but your spouse’s and your children’s activities
- Be proactive—think ahead
  - Vacations, school activities, national meetings
- Don’t agree to ANYTHING without checking your schedule
What will you do today?

- In addition to commitments, activities, meetings, school events need to consciously put other things on your schedule
- Include:
  - Family time
  - Recreational time
  - Time for reflection/writing/catching up
- Balance your committed time and your unscheduled time day to day, week to week, month to month
Despite prioritizing your activities.

Despite managing your schedule.

We all need more time!

Just too much to do and not enough time to do it in.

Following are my 10 rules of time management (in no particular order!)
Many things can be done in one minute or less; we often delay doing these things and then the tasks become unmanageable.

One of the key rules is that “anything you can do in one minute or less should be done right at that time.”

Gets things off the list, keeps simple tasks simple.

Examples?
How much time do you budget for a specific job?

- Rule 2: Sometimes you do things just to get them done and off your plate
- Rule 3: Sometimes you decide how much time you have to give a project, and you need to finish the project in the time you have allotted
- Rule 4: Sometimes you give a project your best, and work on it until you think it is finished
How much time do you budget for a specific job?

- Need to think about each job you undertake
- How much time does it deserve?
- Need to be thoughtful about deciding
  - We all struggle with our type A personality traits
  - Need to become comfortable that sometimes we don’t give a job our best effort; not all tasks require or deserve our best effort
  - Cost between excellent and perfect is prohibitive
- One key factors is time management is knowing when you are done with a job
Rule Number 5: Organize

- We all waste time looking for information
  - Papers to fill out
  - References
  - Lectures we have given
  - Emails
- Spend the time with an organizational system (only needs to work for you)
  - Everything carefully filed away and labeled
  - Thoughtful piles
  - An organized desktop
Rule Number 6:
Make every minute count

- Ideally we would begin a task and see it through to completion
- Rarely do we have time to accomplish that
- Learn to make short time intervals count
  - Read your mail
  - Answer a few phone calls
  - Break large tasks down into small tasks
    - Start a lecture
    - Write one section of a paper
Rule Number 7: Manage your electronic communication

- Email
  - Read only at certain times a day; restrain yourself from checking every couple of minutes
  - Set your email so that you can read the first line or two of the message without opening
  - If you open an email, act on it
  - File important emails into folders on your desktop
  - Budget time for reading your email
Rule Number 7: Manage your electronic communication

- Cell phones/texting
  - Decide when you should and shouldn’t answer
  - Increasing evidence that “multitasking” actually interferes with efficiency and productivity
  - Takes time away from the activity that you are currently engaging in
  - There are efficiency costs (for you and everyone else) to coming in and out of activities and meetings
  - Train of thought is an incredibly important commodity
Rule Number 8: The Three D’s

- Delineate
- Distribute
- Delegate
Delineate

- Know what you have agreed to do
  - Who will do what
  - By when
- Articulate back your commitment
- Identify the resources you need to complete the job you have been asked to do
- Clarify what you may need to give up to complete a job
- Make sure you understand the priority of the job
Distribute

- Remember, most projects require more than one person to complete
- Especially important when working as a member of a team or group
- Make sure all members of the group have a share of the work to be completed; don’t leave a team meeting with
  - You taking all the responsibility for jobs discussed
  - Clarifying when the jobs are to be completed
- Allows you to leverage your productivity
Delegate

- Incredibly important
- Way of increasing your time available for projects and activities *only you can do*
- Identify who can help you with your day to day activities
  - Your secretary
  - Your nurse
  - A research assistant or a course administrator
- May not always be done as you would do it, but remember, some things you need to do just to get them done
Rule Number 9: Prioritize

- How important is a task?
  - To you
  - To others
  - To the organization
- When is it due?
- How much time will you need and/or how much time to do have to give to the task?
- Remember to prioritize balance
Rule Number 10: Flexibility

- Best laid plans are easily overturned
- Learn to roll with the punches
- Can only control what you can control
- Need to be able to reprioritize and restrategize
- Remember, you can only do what you can do
- Have realistic goals for
  - What you can accomplish in a set period of time
  - What one person can do
What is time management?

- Organization
- Prioritization
- Balance
- Reality Testing

And remember, it is always something we strive for, not something we ever achieve!