



Are You Managing Your Time?

Or Is Your Time Managing You?

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The presenters have no conflicts of interest to disclose.



OBJECTIVES

At the end of this presentation, you should be able to:

Recognize and manage time-stealers

Minimize interruptions and prioritize tasks

Identify productive time

Add structure to your day





How Long
is a
Minute?





Time-stealers

Interruptions

- Phone calls

- Drop-ins (residents, faculty, colleagues)

Unexpected projects

Influx of emails/faxes/mail

Technical difficulties



The Solutions?

Urgent vs. Important

How Long Will it Take?

Your Best Time of Day

Electronic Resources

Manage Interruptions

Promoting Independence



Urgent Vs. Important

DO FIRST

Important – Urgent

Subject to confirming the importance and the urgency of these tasks, do these tasks now. Priorities according to their relative urgency.

LESS URGENT

Important – Not Urgent

Critical to success: planning, strategic thinking, deciding direction and aims, etc. Plan time-slots and personal space for these tasks.

Q1 Q2

DELEGATE

Not Important – Urgent

Scrutinize and probe demands. Help originators to re-assess. Wherever possible reject and avoid these tasks sensitively and immediately.

Q3 Q4 **DON'T DO**

Not Important – Not Urgent

Habitual 'comforters' not true tasks. Non-productive, de-motivational. Minimize or cease altogether. Plan to avoid them.



Urgent Vs. Important

Address an interruption from a colleague about a new interview scheduling program	Q1 - Urgent and Important
Fix a problem with the server that is causing work delays	Q2 - Important but Not Urgent
Read through brochure about next year's ARCS conference	Q3 - Urgent but Not Important
Set up usernames and passwords for your incoming interns due to start in a few months	Q4 - Not Urgent and Not Important



How Long Will it Take?

To manage your time effectively, you have to estimate the time it will take you to complete each of your tasks.

Doing this ensures you can schedule your work approximately and meet your deadlines.

To estimate the time frames for your tasks, you can use a simple time frame equation, which uses estimates for the likely, shortest, and longest times to calculate the realistic, shortest possible time that it will take to complete a task.



How Long Will it Take?

$$\text{Shortest possible time} = \frac{(\text{Likely time} \times 4) + \text{Shortest time} + \text{Longest time}}{6}$$

The equation involves four steps:

1. Ensure the times are all in the same format.
2. Multiply the likely time by 4.
3. Add the times together.
4. Divide by 6.



How Long Will it Take?

Example

Melanie has to design and produce 50 information brochures for an upcoming seminar. She's reviewed what activities will be necessary to complete this task and has come up with these three time estimates:

- Shortest time: 60 minutes
- Likely time: 1 hour, 30 minutes
- Longest time: 2 hours, 30 minutes

Step 2

Solution

Melanie begins by converting all of the times to minutes:

- Shortest time = 60 minutes
- Likely time = 60 minutes + 30 minutes = 90 minutes
- Longest time = 120 + 30 minutes = 150 minutes

She then uses the figures in the time frames equation:

Shortest possible time

$$= [(Likely\ time \times 4) + shortest\ time + longest\ time] / 6$$

$$= [(90 \times 4) + 60 + 150] / 6$$

$$= 570 / 6$$

$$= 95\ minutes, \text{ or } 1\ hour\ and\ 35\ minutes$$



Your Best Time of Day

Create an Energy Map

Track your productivity

Note your feelings

Map your Tasks

Match your daily tasks to
your energy cycles

Analyze for Focus

Look for patterns

High vs. low energy periods

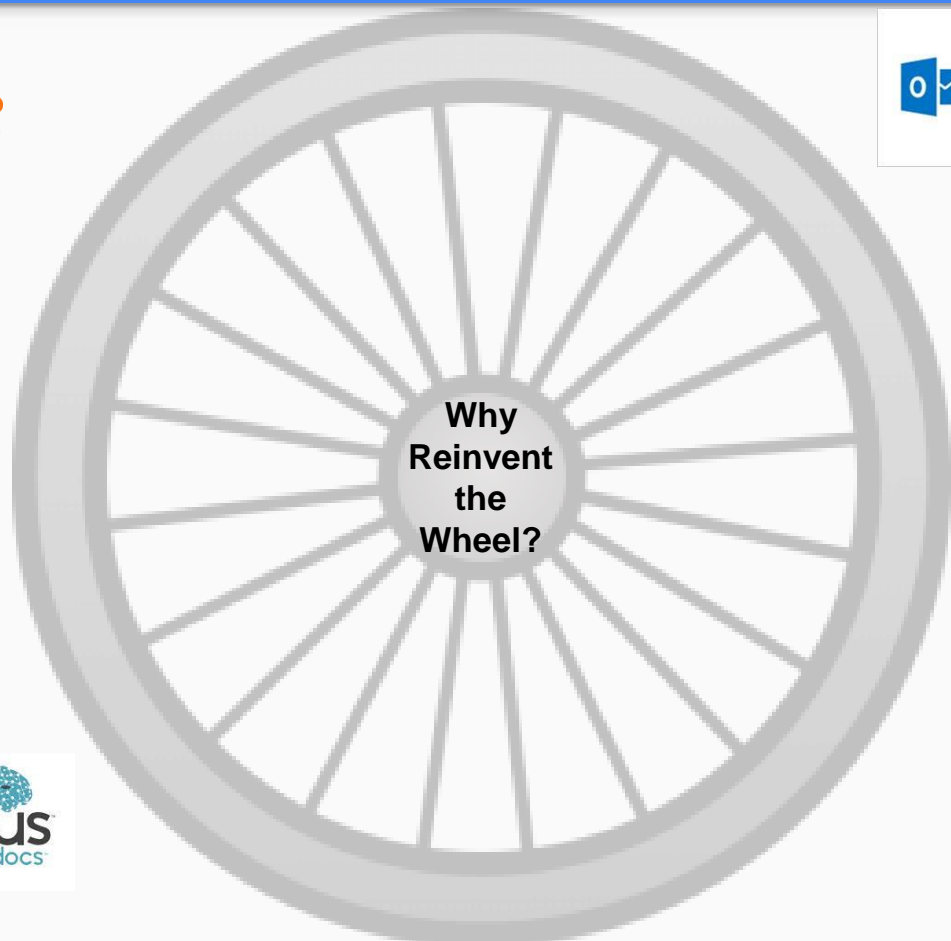


Your Best Time of Day

	A	B	C	D	E	F	G	H	I	J	K
1			MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL	NOTES
2			7/29/2013	7/30/2013	7/31/2013	8/1/2013	8/2/2013	8/3/2013	8/4/2013		
3	5am	Productivity	-	-	-	-	-	-	-	0	<i>rarely awake at this time</i>
4		Creativity	-	-	-	-	-	-	-	0	
5	6am	Productivity	6	5	-	4	6	-	-	21	<i>sometimes am awake</i>
6		Creativity	3	4	-	5	4	-	-	16	
7	7am	Productivity	7	8	6	9	7	6	7	50	
8		Creativity	4	3	5	3	4	4	4	27	
9	8am	Productivity	8	9	9	8	7	8	8	57	<i>Good time to be productive</i>
10		Creativity	2	3	4	1	3	3	3	19	
11	9am	Productivity	9	9	10	9	8	8	8	61	<i>BEST time to be productive</i>
12		Creativity	3	4	5	6	8	4	3	33	
13	10am	Productivity	8	10	9	9	10	7	7	60	<i>Good time to be productive</i>
14		Creativity	5	5	6	4	6	4	4	34	
15	11am	Productivity	8	7	9	7	9	8	7	55	
16		Creativity	3	4	3	4	7	4	5	30	
17	12pm	Productivity	5	4	4	3	5	3	3	27	
18		Creativity	3	4	3	3	4	3	3	23	
19	1pm	Productivity	3	4	2	3	2	4	4	22	
20		Creativity	2	3	2	2	2	4	4	19	
21	2pm	Productivity	2	2	1	3	2	3	3	16	
22		Creativity	2	3	4	3	5	2	2	21	



Electronic Resources



Why
Reinvent
the
Wheel?

Blackboard

Desire2Learn

E*VALUE™
Powering Healthcare Education

NEW
INNOVATIONS

Interview Broker

thalamus
connecting the docs

Outlook

EVERNOTE

box

Dropbox

facebook

twitter



Electronic Resources



Managing Interruptions

Step 1

**Define
Interruptions**

Step 2

**Consider cause
and effect of
each type of
interruption**

Step 3

**Develop plan to
address each
type of
interruption**



Promoting Independence

“If you give a man a fish you feed him for a day. If you teach a man to fish you feed him for a lifetime.”

Promoting Independence

Provide autonomy for your residents by:

step 2

Developing an Electronic Portfolio

Off-board files to include ABSITE, certificates, etc.

Using learning platform (Blackboard/SAKAI/D2L) to post materials

Provide clearly defined points of contact

Jane - credentialing, Bill - curriculum, Sarah - lab coat orders, etc.

Designated pick-up shelf/drawer



In Summary

Urgent vs. Important

How Long Will it Take?

Your Best Time of Day

Electronic Resources

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Promoting Independence



Tip to work more efficiently:
Stand up. Stretch. Take a
walk. Go to the airport. Get
on a plane to Key West.
Never return.



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Thank you!

Any questions??????