


**Beyond Time Management:
Strategies to Optimize Your
Productivity**

Melissa Tavaréz, Noel Zuckerbraun, Dena Hofkosh
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No conflicts to report

- Objectives**
- Identify opportunities to improve productivity
 - Describe three (3) strategies to enhance your current time management routine
 - Commit to employing at least one (1) strategy to enhance your productivity

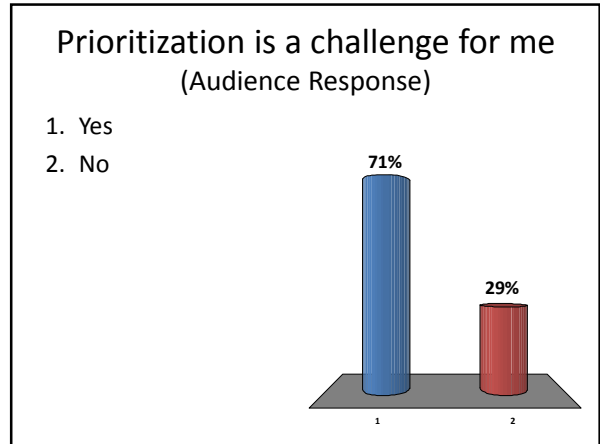
Self-Assessment

Complete the “Finding Opportunities to Increase Productivity – Self-Assessment”
5 minutes

- Outline**
- Prioritize
 - Optimize
 - Organize
 - Minimize (interruptions)

Discuss with Your Neighbor:
Where will improvement have biggest impact?

Step 1: Prioritize



Priority Inventory

Task/Project	Important?	Urgent?	Action

Priority Inventory

Task/Project	Important?	Urgent?	Action
Creating a lecture	Yes	Due in 3 days	Both → Get it done now!

Priority Inventory

Task/Project	Important?	Urgent?	Action
Completing trainee evaluations	Yes	Not really, due at end of month	Only important → schedule/organize time

Priority Inventory

Task/Project	Important?	Urgent?	Action
Offered committee work	I don't think so	Maybe	Neither → self-reflect & discuss w/mentor

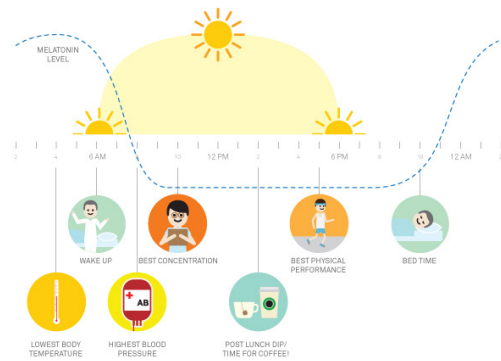
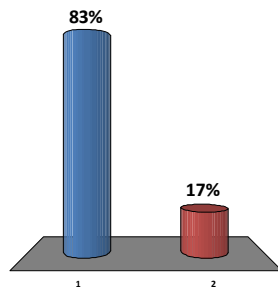
Step 1: Prioritize

- Use the “Priority Inventory” tool
- Break down tasks → Doable “To-Do-Lists”
- Review and refine your priorities/goals often
- Not important & not urgent
 - How to say “No” the right way

Step 2: Optimize

Optimization is a challenge for me (Audience Response)

1. Yes
2. No



Eat That Frog!



KEEP CALM AND EAT THAT FROG

- Identify time of your peak performance
- Schedule and work on hard/most demanding thing at that time

Optimization Tips



Pomodoro Technique

Sit-Stand-Move



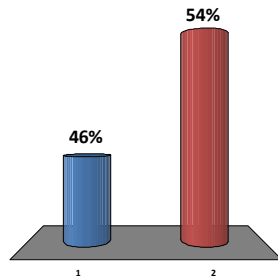
Step 2: Optimize

- Identify time of peak performance
 - Do the hard/most demanding thing at this time
- Work on tasks/projects for shorter periods
 - Pomodoro technique
- Take breaks
 - Sit-Stand-Move

Step 3: Organize

Organization is a challenge for me (Audience Response)

1. Yes
2. No



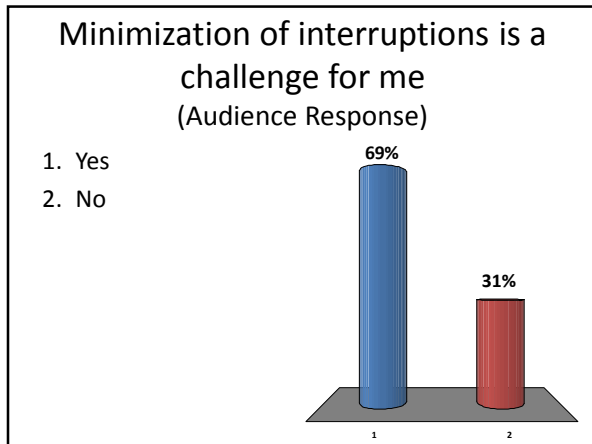
What Works For You? (Audience Response)

Google calendar
 Outlook optimization: due dates, merging calendar
 to do list
 Apps to do list
 to do email folder
 my ncbi
 one note on outlook

Step 3: Organize

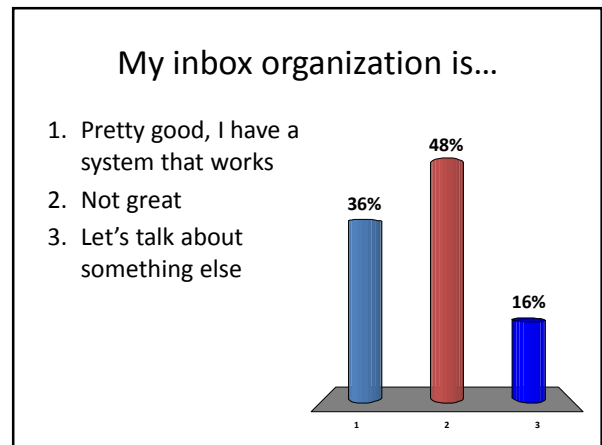
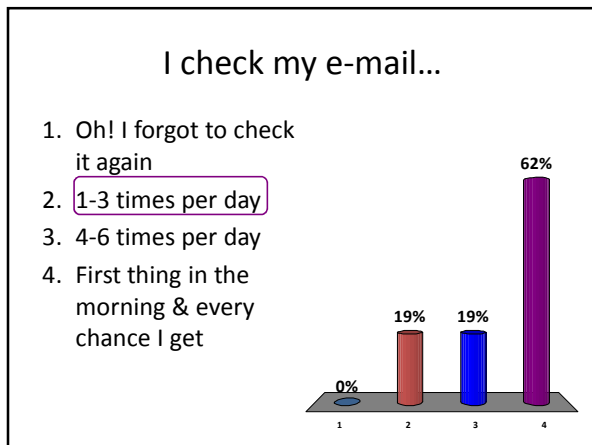
- Put your “Doable To-Do List” in your calendar
- Schedule each day of upcoming week
- Block off “Project Time”
- Review To-Do list routinely
- Review schedule to find “down time”
 - Take advantage of it - Airplane/Dentist’s office model

Step 4: Minimize (interruptions)



What Are Your Biggest/Most Common Interruptions? (Audience Response)

stop by to talk in office
email
patient care needs



- ### Email/Smartphone Productivity Tips
- Organize inbox into folders
 - Create rules to unclog your inbox (handout)
 - "Touch it once"
 - Schedule time to check email
 - Not first thing in the morning!
 - Keep email responses to only 2-4 sentences
 - If you need to say more, call or talk in person

- ### Other Productivity Tips
-
- Email is poison - phones still work
 - Consider texting - shorter response time
 - Don't use reply all - nothing good comes from it
 - Eat lunch at desk
 - Give yourself permission to close your door
 - Don't forget to delegate if possible
 - "that's really important to me, and let's schedule time to discuss it"
 - Never walk into meeting without agenda

Summary and Handout Tips

- Prioritize
- Optimize
- Organize
- Minimize (interruptions)

Commit to 1 strategy to enhance productivity!