Beyond Time Management: Strategies to Optimize Your Productivity

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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?

No conflicts to report
Step 1: Prioritize

Prioritization is a challenge for me
(Audience Response)
1. Yes  2. No
71%  29%

Priority Inventory

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Important?</th>
<th>Urgent?</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating a lecture</td>
<td>Yes</td>
<td>Due in 3 days</td>
<td>Both ➔ Get it done now!</td>
</tr>
<tr>
<td>Completing trainee evaluations</td>
<td>Yes</td>
<td>Not really, due at end of month</td>
<td>Only important ➔ schedule/organize time</td>
</tr>
<tr>
<td>Offered committee work</td>
<td>I don’t think so</td>
<td>Maybe</td>
<td>Neither ➔ self-reflect &amp; discuss w/mentor</td>
</tr>
</tbody>
</table>
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

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

Step 2: Optimize

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 46%
2. No 54%

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)
Minimization of interruptions is a challenge for me
(Audience Response)

1. Yes 69%
2. No 31%

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

1. stop by to talk in office
2. email
3. patient care needs

I check my e-mail...

1. Oh! I forgot to check it again 19%
2. 1-3 times per day 62%
3. 4-6 times per day 19%
4. First thing in the morning & every chance I get 0%

My inbox organization is...

1. Pretty good, I have a system that works 36%
2. Not great 48%
3. Let’s talk about something else 16%

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!