



Effective Time Management & Work-Life Integration

AAS Early Career Development Course

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San Francisco, CA

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Nothing to Disclose

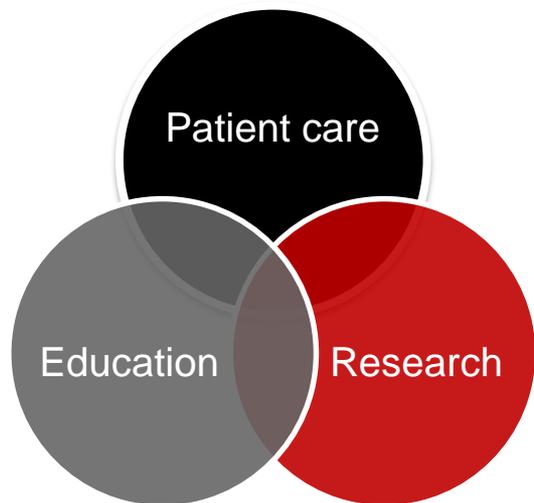


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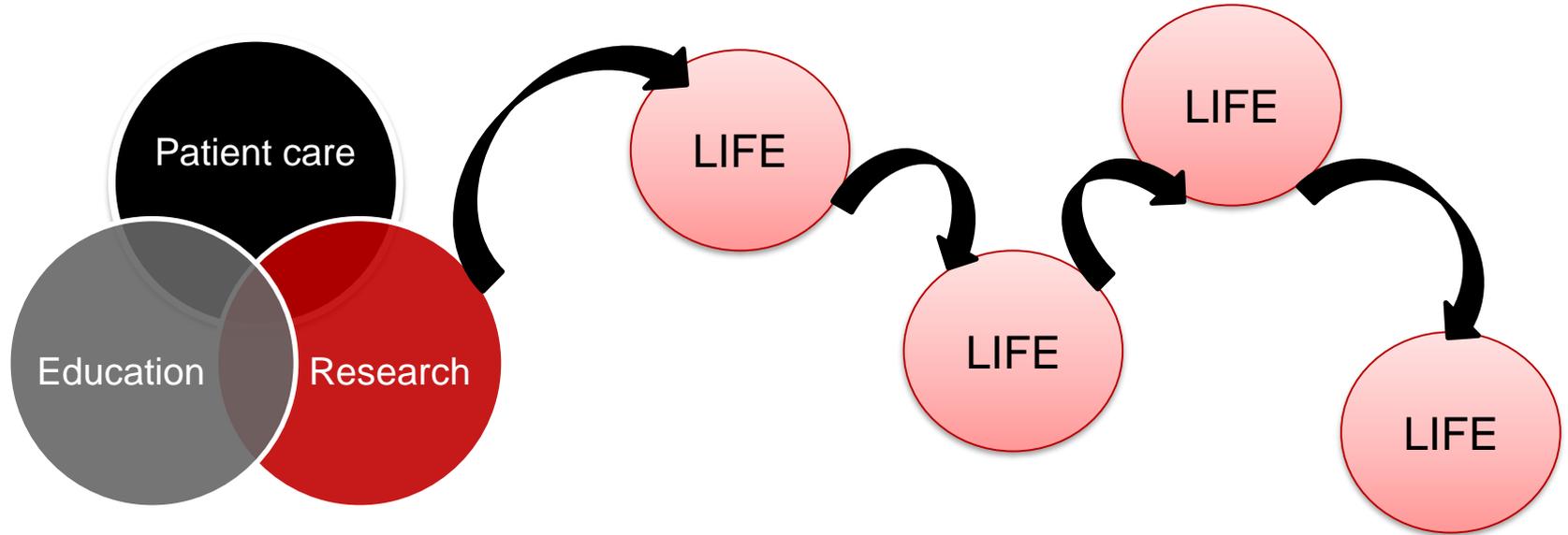
What does your academic surgical career look like?



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Where does your life fit in?



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We used to aspire to work-life balance...



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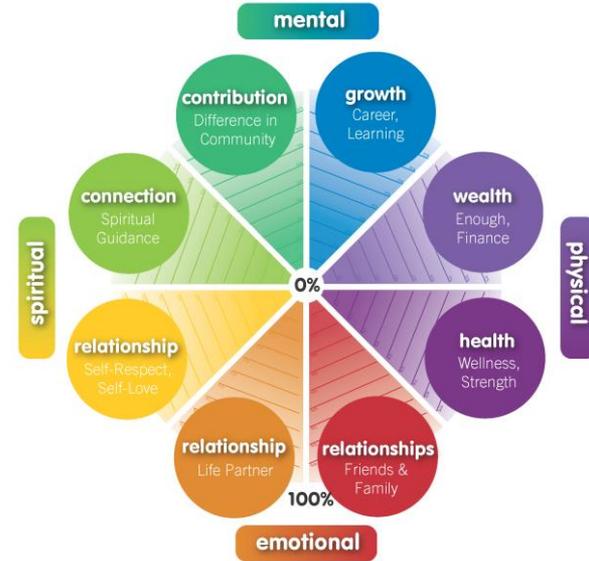
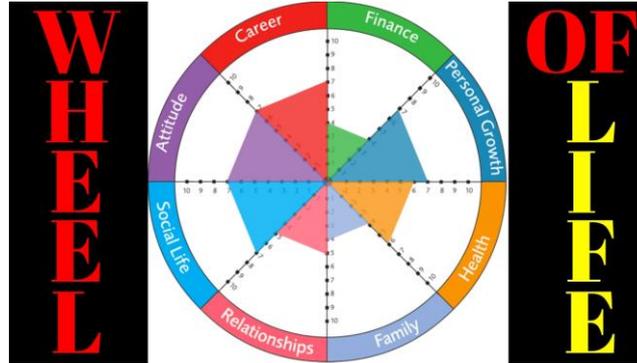
Now 'they' say we should strive for work-life integration...



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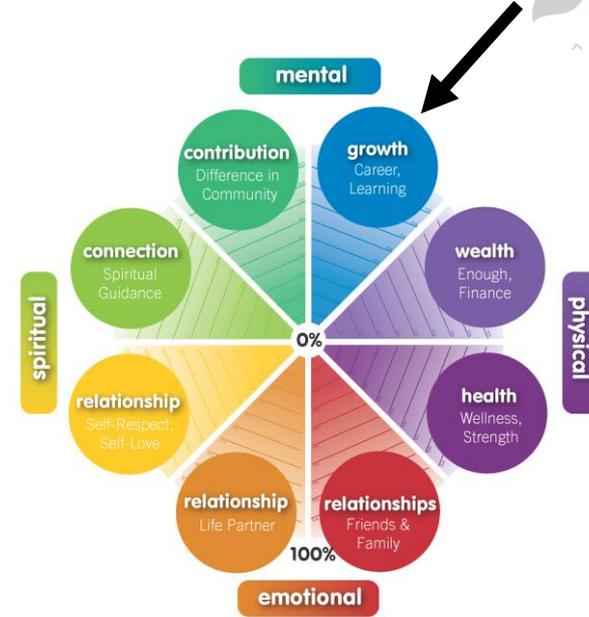
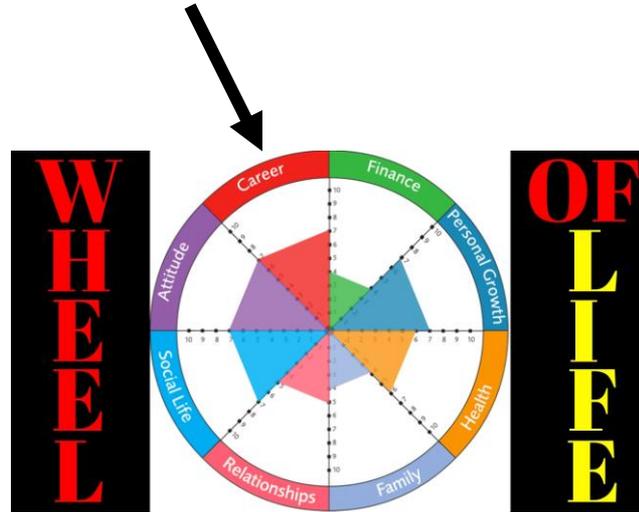
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Zigler's wheel of life



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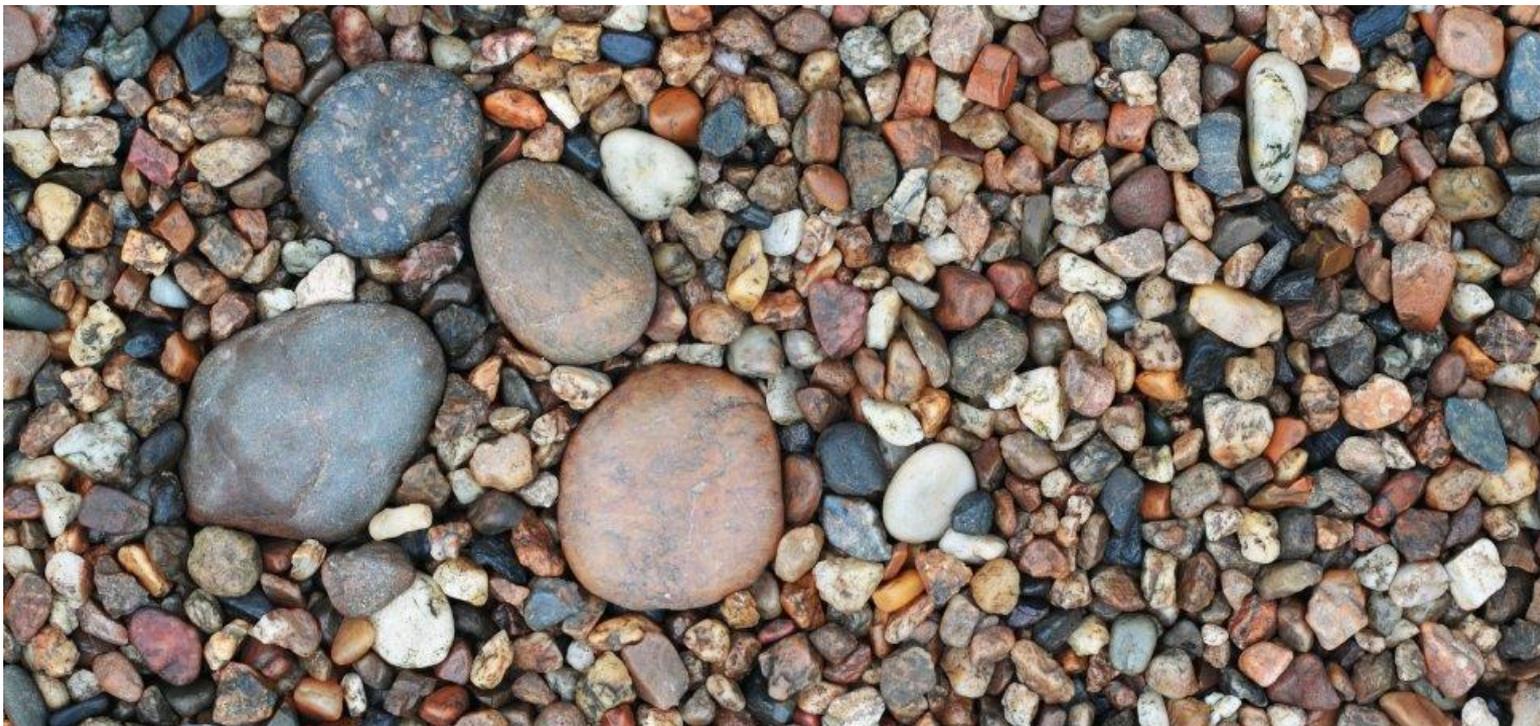
Zigler's wheel of life



Work/Career is a part of each of these

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This is LIFE



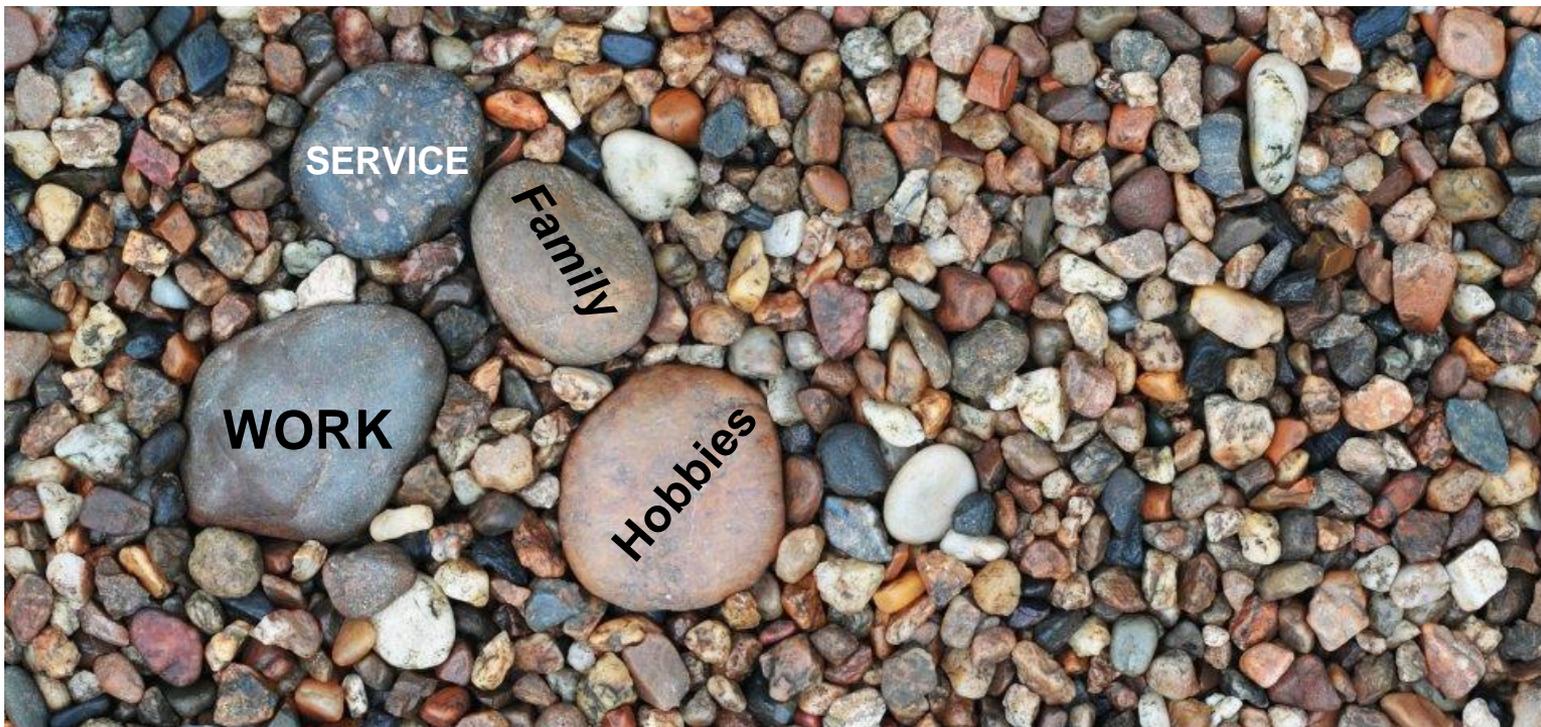
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This is NOT



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So how do we get there...



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Craft a reality out of the landscape of your life



COVEY'S TIME MANAGEMENT MATRIX

	<i>Urgent</i>	<i>Not Urgent</i>
<i>Important</i>	1	2
<i>Not Important</i>	3	4

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Establish your priorities



COVEY'S TIME MANAGEMENT MATRIX

	Urgent	Not Urgent
Important	1	2
Not Important	3	4



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Set SMART goals



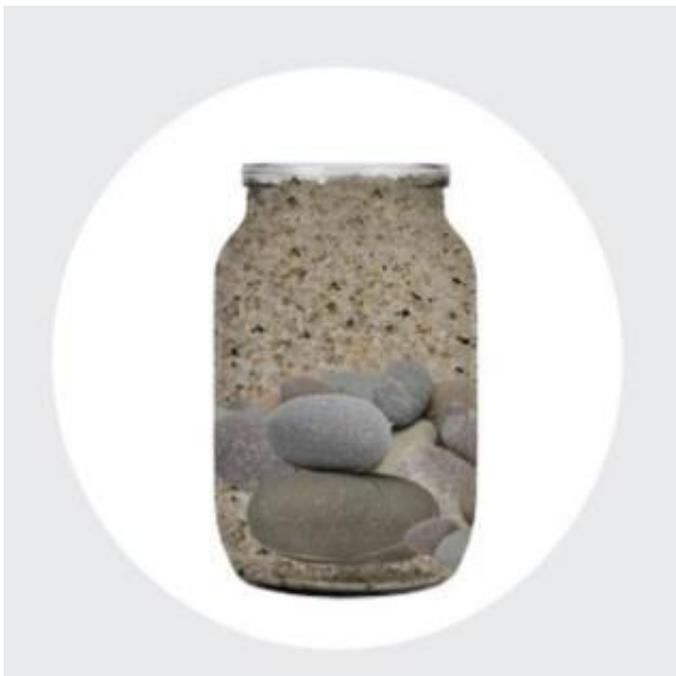
COVEY'S TIME MANAGEMENT MATRIX

Important	1	2
	3	4
Not Important		

SMART Goal Setting in 5 Easy Steps		
Step	Mnemonic	Description
1	S pecific	Exactly what is it you want to achieve in your business and to what extent? A good objective statement or goal should answer the question "which, what, who, where, when, why"?
2	M easurable	You need to be able to track the progress and measure the outcome. A good objective statement should answer the question "how much or how many"?
3	A ction oriented	Say what you are going to do. A good objective statement should describe a result.
4	R ealistic & Relevant	The objective should be challenging but realistic and also relevant to your business. Objectives may appear optimistic initially, but as you develop strategies to achieve them they become realistic.
5	T ime based	Objectives should include a time limit. A good objective statement should include "By when" do you want to achieve your result?

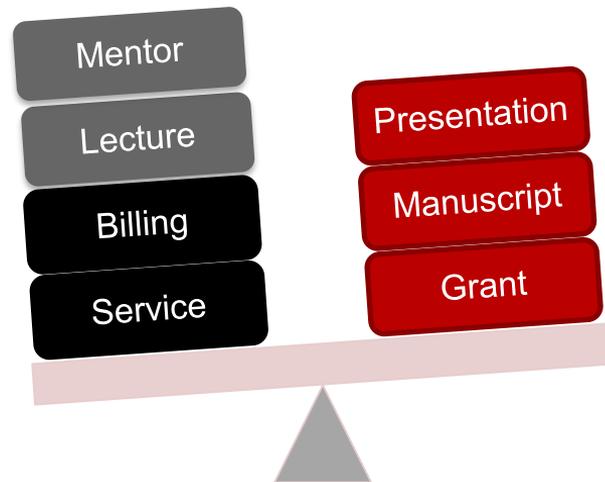
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Urgency paradox



COVEY'S TIME MANAGEMENT MATRIX

	Urgent	Not Urgent
Important	1	2
Not Important	3	4



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Delegate unimportant stuff that can't be avoided



COVEY'S TIME MANAGEMENT MATRIX

	<i>Urgent</i>	<i>Not Urgent</i>
<i>Important</i>	1	2
<i>Not Important</i>	3	4



Say no to the stuff that does not matter



COVEY'S TIME MANAGEMENT MATRIX

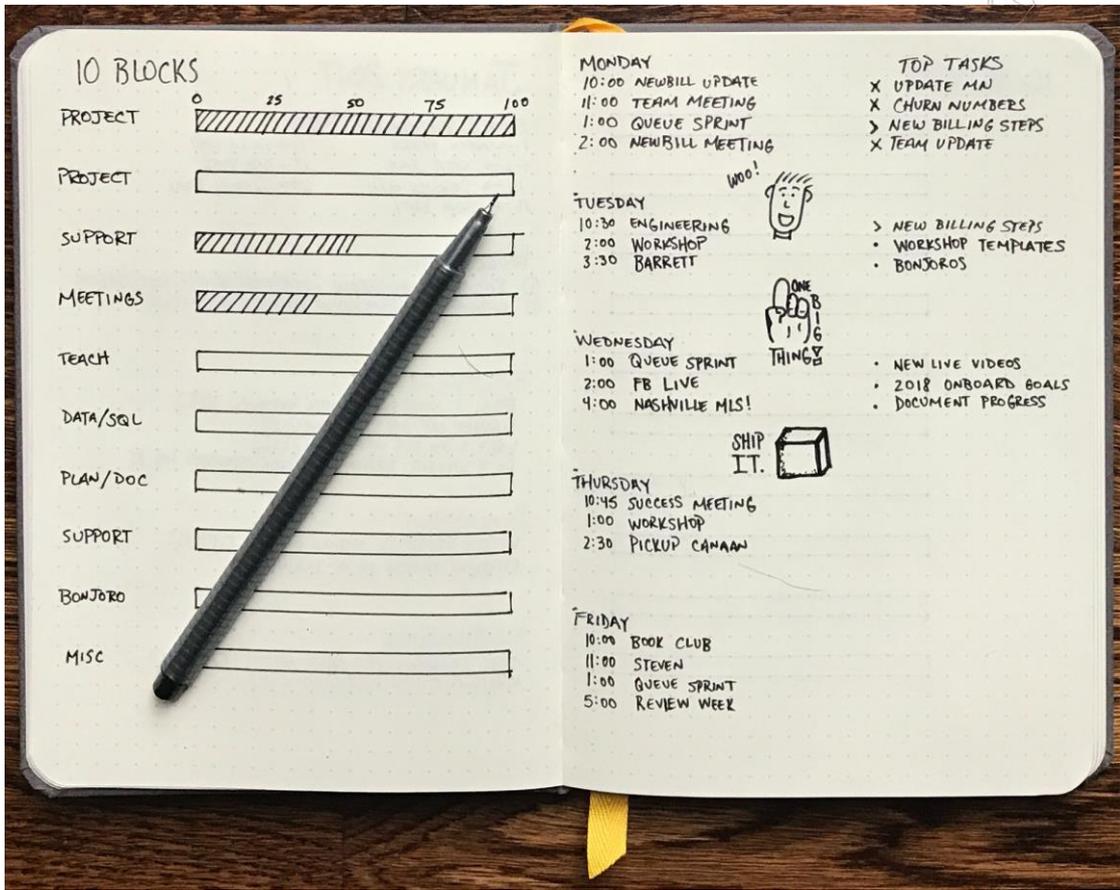
	<i>Urgent</i>	<i>Not Urgent</i>
<i>Important</i>	1	2
<i>Not Important</i>	3	4

A red circle highlights the number 4 in the bottom-right quadrant of the matrix.

Be deliberate with your time

- Daily intentions
- Schedule everything
- Set deadlines





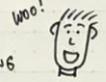
10 BLOCKS

PROJECT	0 25 50 75 100
PROJECT	
SUPPORT	
MEETINGS	
TEACH	
DATA/SQL	
PLAN/DOC	
SUPPORT	
BONJORO	
MISC	

MONDAY
 10:00 NEWBILL UPDATE
 11:00 TEAM MEETING
 1:00 QUEUE SPRINT
 2:00 NEWBILL MEETING

TOP TASKS
 X UPDATE MAJ
 X CHURN NUMBERS
 > NEW BILLING STEPS
 X TEAM UPDATE

TUESDAY
 10:30 ENGINEERING
 2:00 WORKSHOP
 3:30 BARRETT



> NEW BILLING STEPS
 • WORKSHOP TEMPLATES
 • BONJOROS

WEDNESDAY
 1:00 QUEUE SPRINT
 2:00 FB LIVE
 4:00 NASHVILLE MLS!



• NEW LIVE VIDEOS
 • 2018 ONBOARD GOALS
 • DOCUMENT PROGRESS

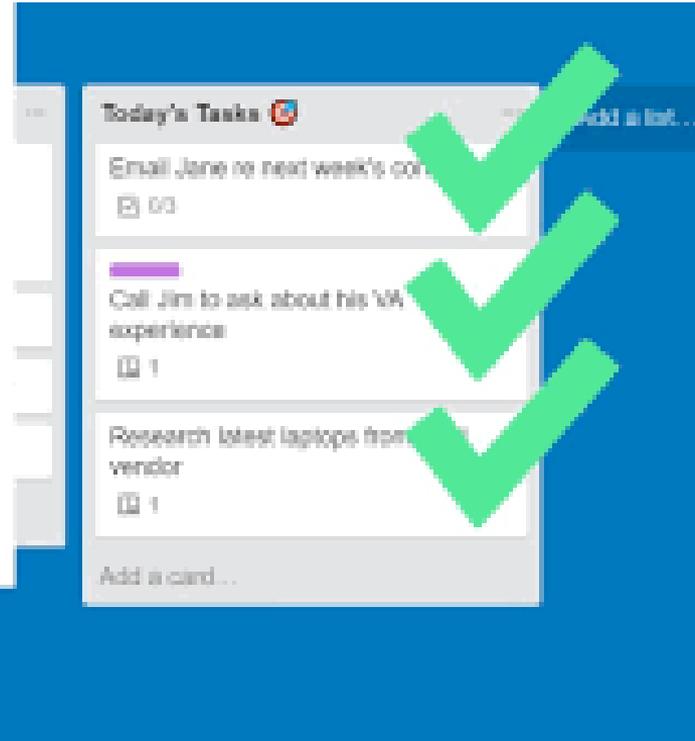


THURSDAY
 10:45 SUCCESS MEETING
 1:00 WORKSHOP
 2:30 PICKUP CANAAN

FRIDAY
 10:00 BOOK CLUB
 11:00 STEVEN
 1:00 QUEUE SPRINT
 5:00 REVIEW WEEK

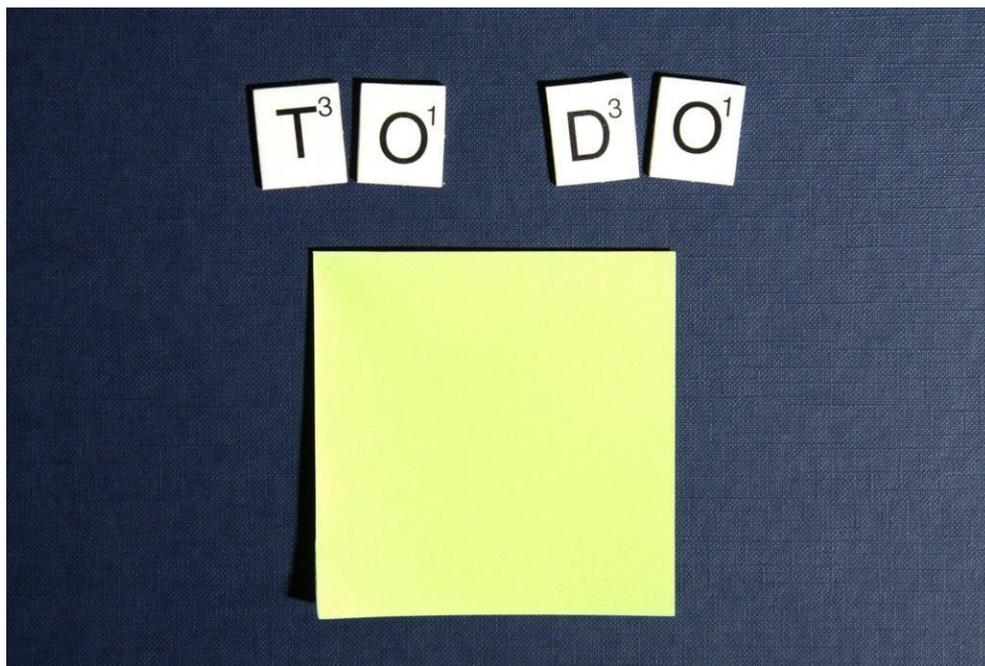
Ultimate Trello To-Do List

Simpletivity





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How to make the personal fit...



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Delegate/outsource



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Find your tribe



Be selfish about your body, spirit, & mind



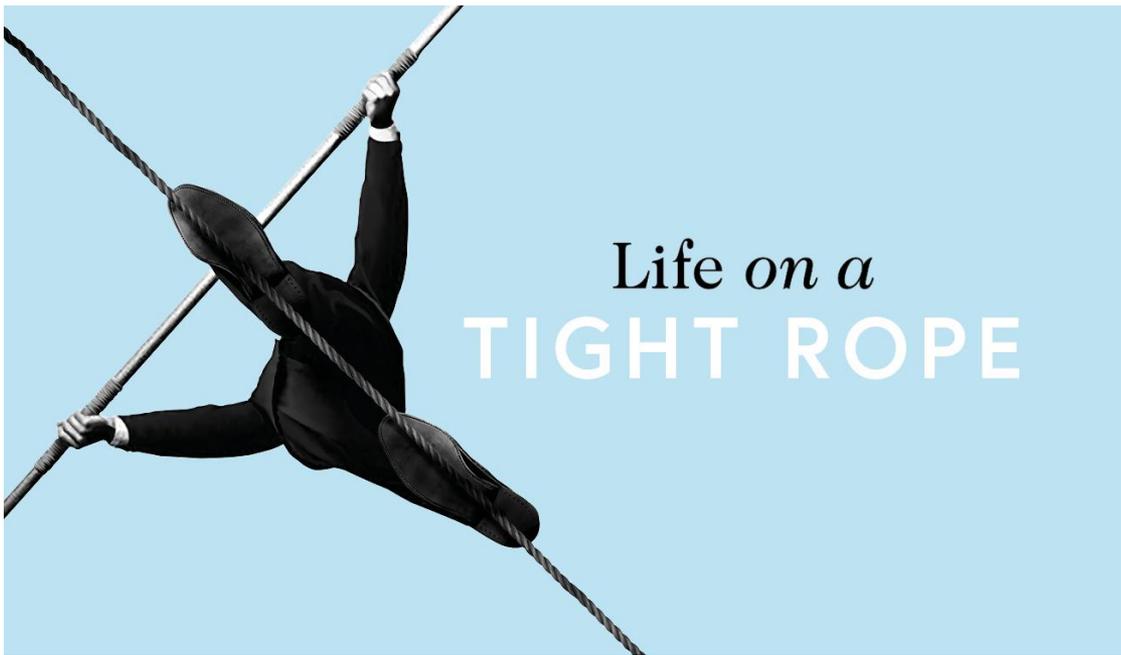
Health & Wellness

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Drop the guilt

guilt: /gɪlt/

■ *n.* a feeling of having committed wrong or failed in an obligation: *he remembered with sudden **guilt** the letter from his mother.*



Life on a
TIGHT ROPE

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Be kind and forgiving to yourself



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My work-life integration



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My LIFE integration



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Thank You

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