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
What does your academic surgical career look like?

- Patient care
- Education
- Research
Where does your life fit in?

Patient care

Education

Research
We used to aspire to work-life balance…
Now ‘they’ say we should strive for work-life integration...
Zigler’s wheel of life
Zigler’s wheel of life

Work/Career is a part of each of these
This is LIFE
This is NOT
So how do we get there…
Craft a reality out of the landscape of your life

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<th>Urgent</th>
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<tr>
<td>Important</td>
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<td>Not Important</td>
<td>3</td>
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COVEY'S TIME MANAGEMENT MATRIX
Establish your priorities
Set SMART goals

**SHARP**
Center for Surgical Health Assessment, Research & Policy

**Covey’s Time Management Matrix**

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COVEY’S TIME MANAGEMENT MATRIX

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SMART Goal Setting in 5 Easy Steps

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<tr>
<th>Step</th>
<th>Mnemonic</th>
<th>Description</th>
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<tr>
<td>1</td>
<td>S (Specific)</td>
<td>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?”</td>
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<td>2</td>
<td>M (Measurable)</td>
<td>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?”</td>
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<td>3</td>
<td>A (Action oriented)</td>
<td>Say what you are going to do. A good objective statement should describe a result.</td>
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<td>4</td>
<td>R (Realistic &amp; Relevant)</td>
<td>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.</td>
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<td>5</td>
<td>T (Time based)</td>
<td>Objectives should include a time limit. A good objective statement should include “By when” do you want to achieve your result?</td>
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The Ohio State University
Wexner Medical Center
Urgency paradox
Delegate unimportant stuff that can’t be avoided
Say no to the stuff that does not matter

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Be deliberate with your time

• Daily intentions
• Schedule everything
• Set deadlines
Ultimate Trello To-Do List

Simplivity

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How to make the personal fit...
Delegate/outsource
Find your village
Find your tribe
Be selfish about your body, spirit, & mind
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
Be kind and forgiving to yourself
My work-life integration

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WEXNER MEDICAL CENTER
Thank You

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