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# Time Management



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# Audience Poll



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Mind Full to Mindful



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Intentionally focus your attention.  
Eliminate time wasters and distractions.



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## Clarify your focus

“Knowing what you are doing and why allows you not only to feel accomplished in doing your work well, but also to have a more fulfilling sense that your day actually matters”

-Leah Weiss, PhD in How We Work

- ❖ Articulate your goals:  
Where are you heading?
- ❖ Know your purpose:  
What are your core values?
- ❖ Reflect:  
Do goals reflect your purpose?  
Which tasks help you achieve goals and purpose?



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	URGENT	NOT URGENT
IMPORTANT	QUADRANT I: Urgent & Important	QUADRANT II: Not Urgent & Important
NOT IMPORTANT	QUADRANT III: Urgent & Not Important	QUADRANT IV: Not Urgent & Not Important





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# How is our time really spent?







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# Eliminating time wasters

Time wasters	Potential Solutions



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# Time Management

Expert strategies



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## Strategies of time management experts

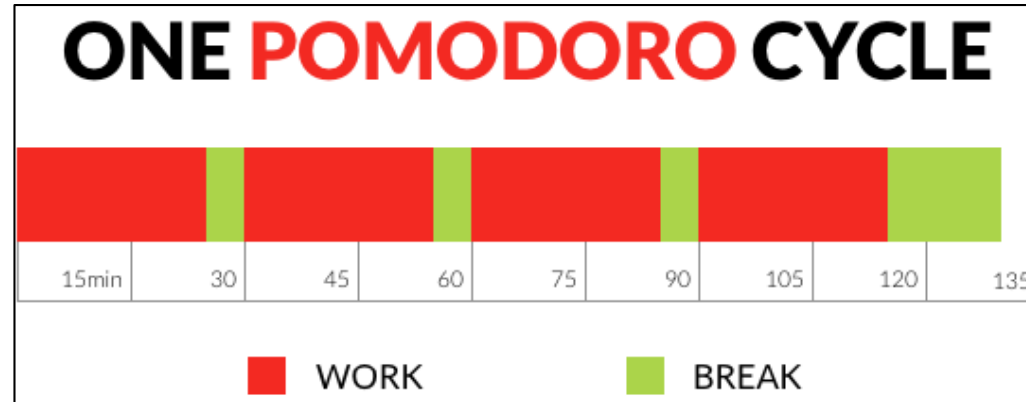
- ▶ Know your chronotype and use your best time of the day
- ▶ Block time to do deep work
  - ▶ important, low urgency tasks
- ▶ Limit times of the day when you respond to email
  - ▶ Don't start your day with checking email
- ▶ Do your most important thing early in the day



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## Pomodoro Method

- Limit distractions
- Realization of how much time a specific task will need
- Estimate effort for future activities
- Generate specific and achievable tasks



MARINARATIMER BY 352

## YOUR CUSTOM PRODUCTIVITY TIMER

CHOOSE A FLAVOR:

- POMODORO**  
Traditional Pomodoro method timer with standard time periods. Each Pomodoro is a 25-minute cycle followed by a 5-minute break. After the fourth Pomodoro, you'll take a 15-minute break.
- CUSTOM TIMER**  
Customizable time periods to match your team's needs. Simply add a name for each period and the length of time you want that period to last in hours, minutes, and seconds.
- KITCHEN TIMER**  
Timeboxing timer – just set it and forget it.



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## 1-3-5 Rule

1

big thing

3

medium things

5

small things



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## Doable To-Do Lists

Roadblock To-Dos	Doable To-Dos
Do your program's self study for ACGME	
Plan recruitment	
Write the manuscript to publish your new curriculum	





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Rewrite your tasks as prioritized  
and to-do list



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**THE BAD NEWS  
IS TIME FLIES.  
THE GOOD NEWS IS  
YOU'RE THE PILOT**

**MICHAEL ALTSHULER**



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**YOUR FEEDBACK  
MATTERS**

”

[Complete evaluations: https://www.surveymonkey.com/r/6J9YRBJ](https://www.surveymonkey.com/r/6J9YRBJ)

Your input will help us as we plan for future meetings and provide valuable information to presenters.