ORGANIZE YOUR DAY-TO-DAY

Brett R. Todd, MD, FACEP
Assistant Professor Oakland University William Beaumont School of Medicine
Emergency Medicine Assistant Program Director Beaumont Health

Course Description

- This course will describe the benefits and process for developing a personal organization system

Course Outline

- Explain the role of organization and time management in reducing stress levels, increasing productivity, and increasing free time
- Discuss how to design your personal organization system, including the essential elements of an inbox and calendar
- Demonstrate how to use time blocking to effectively accomplish goals
- Introduce the concept of deep work for efficiently completing cognitively difficult tasks
- Discuss role of daily and weekly inbox and calendar reviews to be sure that all tasks get completed

References

1. Allen, D. (2003). Getting Things Done: The Art of Stress-Free Productivity. New York: Penguin.

2. Ferriss, T. (2009). The 4-Hour Work Week. New York: Crown Archetype.

3. Newport, C. (2016). Deep Work: Rules for Focused Success in a Distracted World. New York: Grand Central Publishing.