

Organize your day to day

Brett R. Todd, MD, FACEP
Assistant Residency Program Director
Emergency Medicine
Beaumont Health



Beaumont
HEALTH

Remember this feeling?



Beaumont
HEALTH

Academics and
administration
devour your
free time!



Beaumont
HEALTH

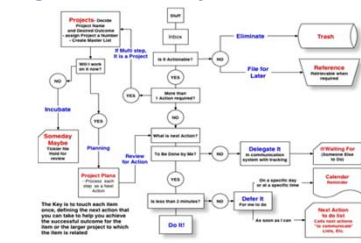

To Do List

① So
② Many
③ Things

The to-do list:
Just say no!





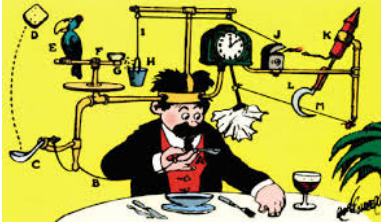

Organizational systems do exist...

Optimal system:

Less stress
Accomplish more
More free time







Components:
1. Inbox
2. Calendar

Beaumont
HEALTH

Inbox:
A place for all the things you need to remember



Beaumont
HEALTH

Inbox:
A place for all the things you need to remember



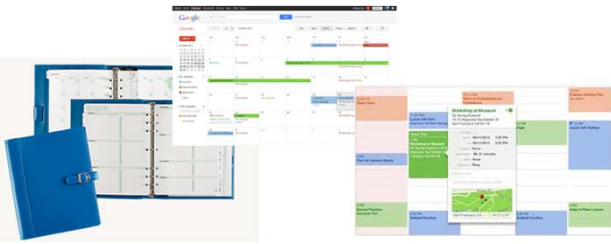
Beaumont
HEALTH

Inbox must always be with you!



Beaumont
HEALTH

Calendar



Beaumont
HEALTH

Daily inbox review and calendar time blocking



Beaumont
HEALTH

Blocking: shifts and meetings



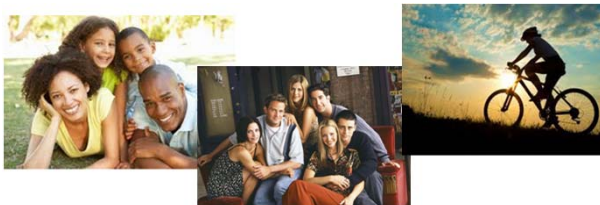
Beaumont
HEALTH

Blocking: deep and shallow work



Beaumont
HEALTH

Blocking: family, friends, and you



Beaumont
HEALTH

Daily and weekly review



Beaumont
HEALTH



- No more to-do lists
- Capture everything with the inbox
- Block time on calendar
- Review and reschedule

Beaumont
HEALTH
