Get Organized!
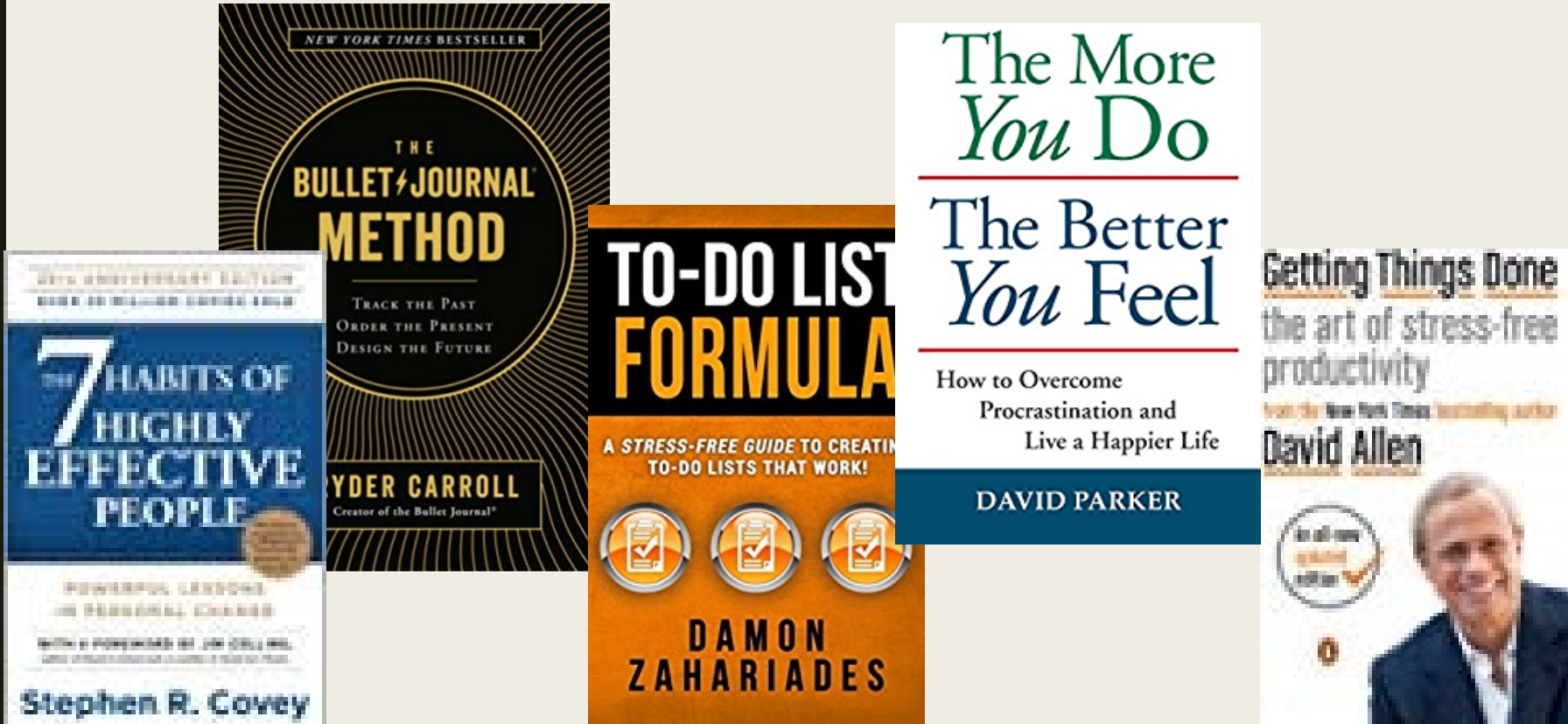## Organization and Time Management for Budding Faculty

Brett R. Todd, MD, FACEP
Associate Residency Program Director
Department of Emergency Medicine
Beaumont Health
March 31, 2019

Academics and administration fill in your free time if you don't control them!
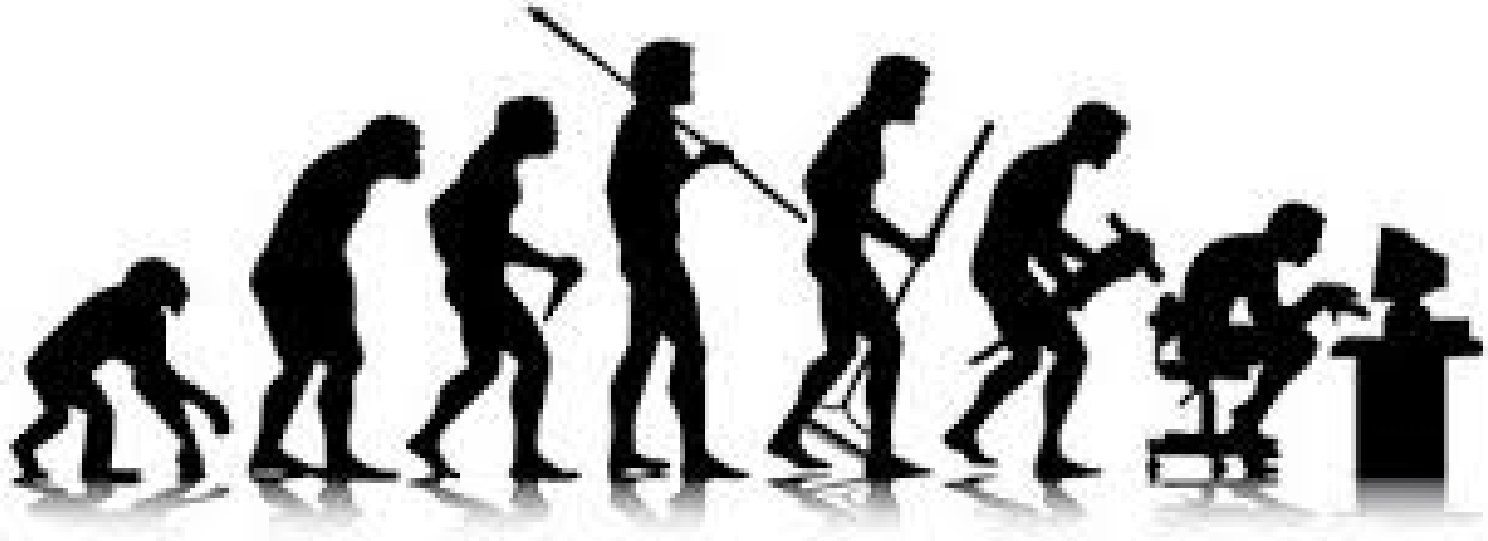
The problem with efficiency: There's too much advise out there!

Pick and choose

Be flexible and continue to evolve

Goals for your system:

Simple
Less stress
Accomplish more
More free time

Weekly review of tasks and projects:

Macro level:
Gantt chart of weeks and year ahead

Micro level:
Your task list

Everything in between:
Time block of this week

Macro - Make your own Gantt chart

	Current week	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
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	CCC prep		CCC data entry		CCC prep				CCC data entry				
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Research	SPRINT submit	SPRINT submit	SPRINT submit										
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Projects to begin			CORD talk propo										

Schedule next 12 weeks

Project manager

File   Edit   View   Insert   Format   Data   Tools   Add-ons   Help   All changes saved in Drive

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Highlight important events

Project manager

File Edit View Insert Format Data Tools Add-ons Help   All changes saved in Drive

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33														
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35														

Project timelines

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Give yourself extra time

Project manager

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

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Delete and move left at the end of week

Plan out the next year

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The micro level:

The To-do List

Todoist

Quickly add tasks
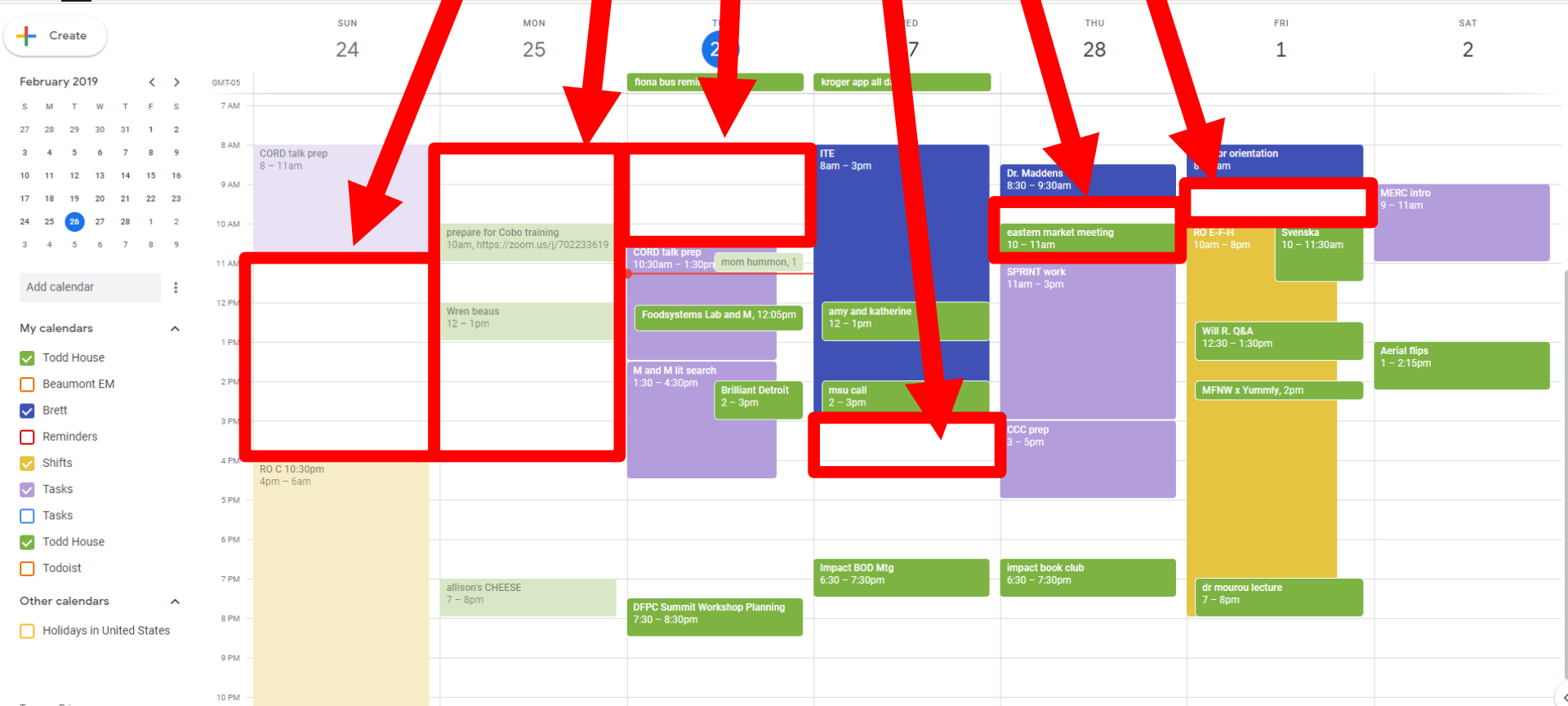# and assign dates
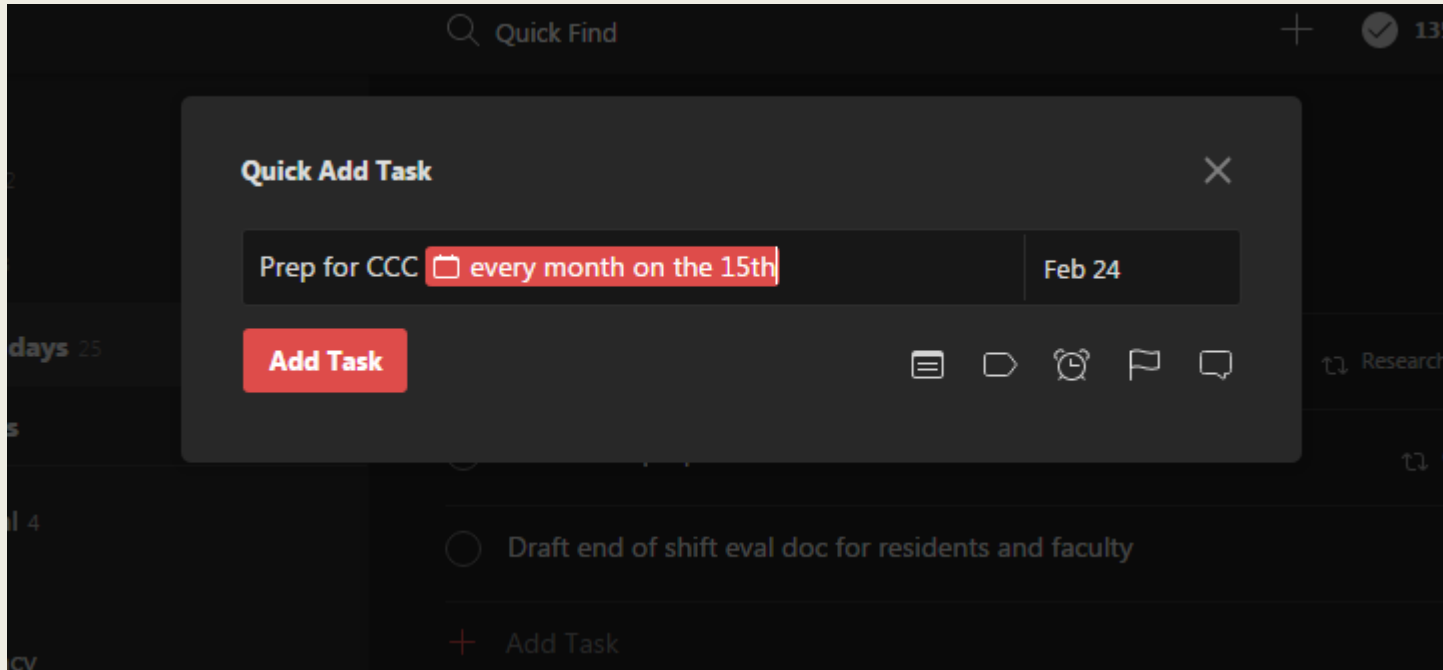
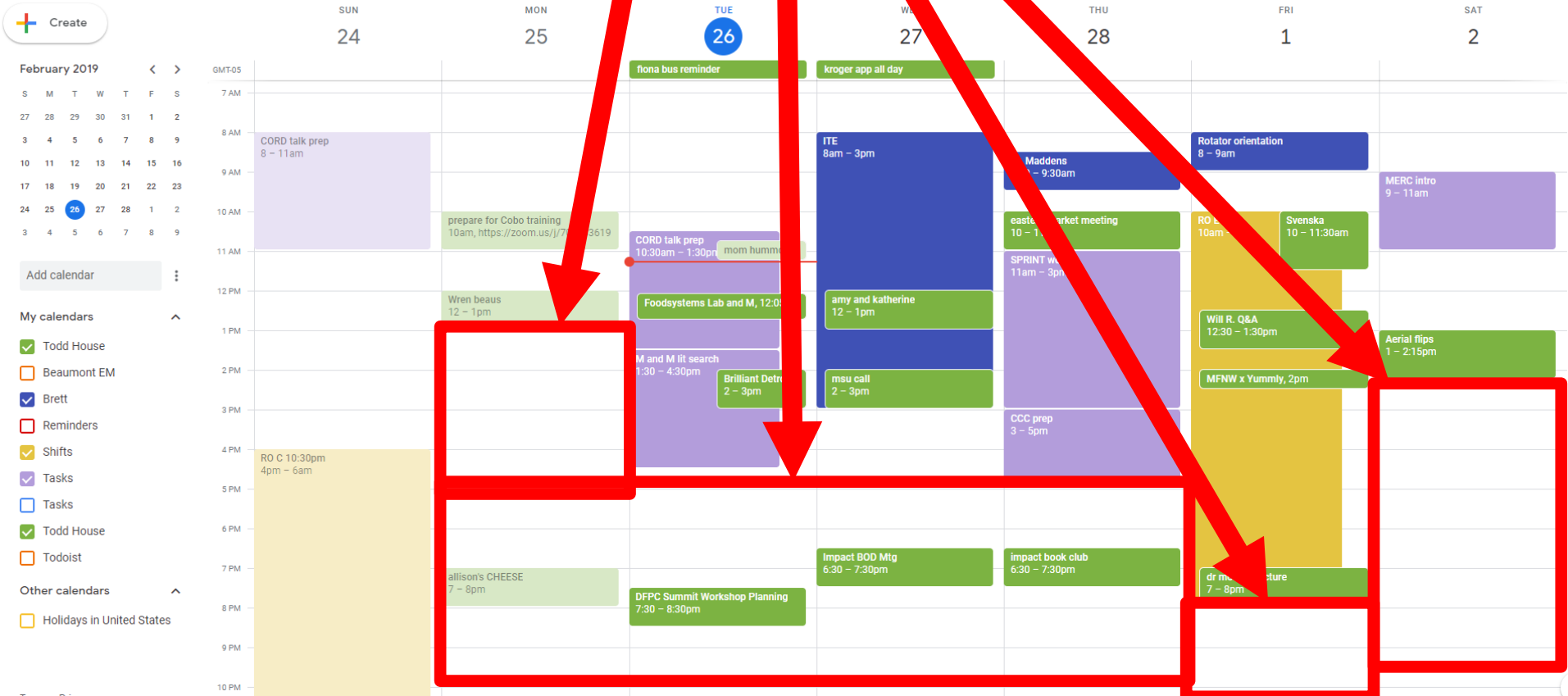# Time blocking – bridging the micro and macro
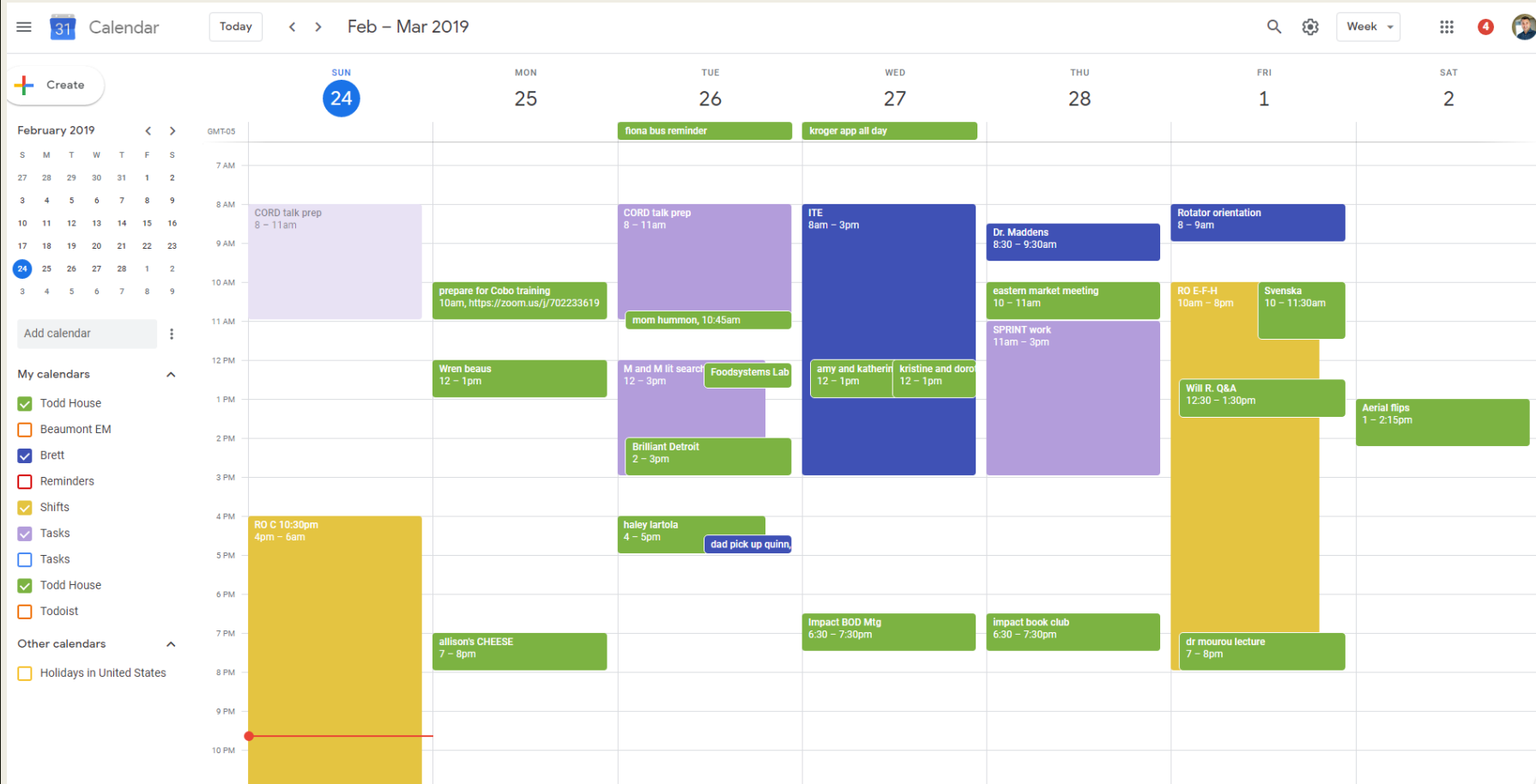
Time for your projects from Gantt chart
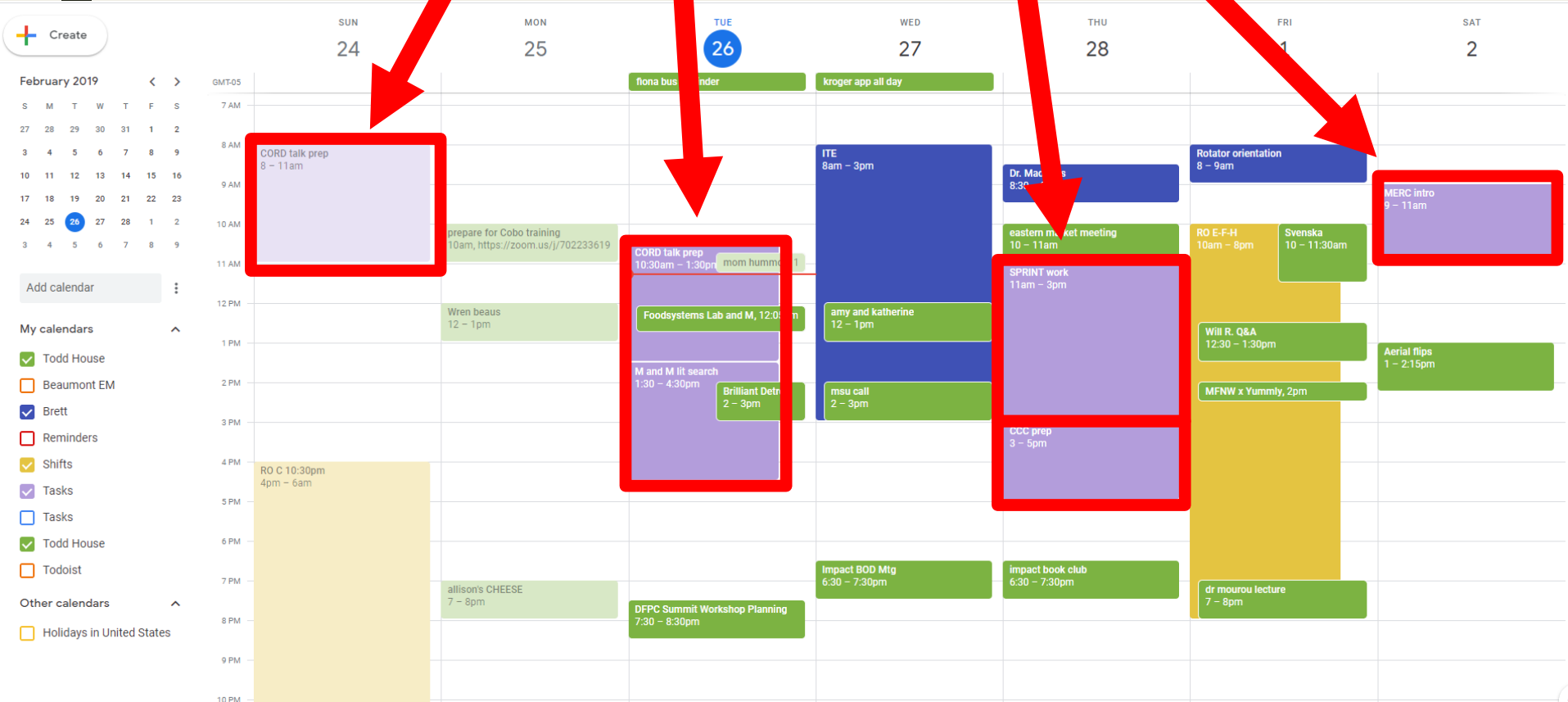
Time tasks from to do list and emails

Personal time

Develop your own system and let it evolve

Visualize the big picture

Track your tasks

Review and block the week

Immovable objects: shifts and meetings

Family obligations and recreation time