



# Welcome!

The live session will start  
at 18:15 hours CET

Please note that this activity is CME accredited.

At the end of the presentation, by closing the webcast window, you will be directed to the CME evaluation and multiple-choice test.

To share your e-eso experience use:

[#e\\_ESO](#)



College of the European  
School of Oncology



**e-session 561000**

## **Time Management for Cancer Professionals**

**Expert: Dr Mary Gospodarowicz**, Princess Margaret Hospital - University of Toronto, Toronto, Canada

**Discussant: Dr Narmin Talibova**, National Oncology Center, Baku, Azerbaijan

### **Extract from the e-ESO policy**

The website contains presentations aimed at providing new knowledge and competences, and is intended as an informational and educational tool mainly designed for oncology professionals and other physicians interested in oncology.

These materials remain property of the authors or ESO respectively.

ESO is not responsible for any injury and/or damage to persons or property as a matter of a products liability, negligence or otherwise, or from any use or operation of any methods, products, instructions or ideas contained in the material published in these presentations. Because of the rapid advances in medical sciences, we recommend that independent verification of diagnoses and drugs dosages should be made. Furthermore, patients and the general public visiting the website should always seek professional medical advice.

Finally, please note that ESO does not endorse any opinions expressed in the presentations.

Share this session on social media using:

[#e\\_ESO](#) or [#ESCollege](#)



# Time Management for Cancer Professionals

Mary Gospodarowicz MD

Princess Margaret Cancer Centre

Toronto, Canada

College of the European School of Oncology  
Offering a structured educational pathway and opportunities to enhance your oncology career  
ESCO.org

Dedicated Online Sessions  
©2021 The European School of Oncology



## COI

- No financial conflicts of interest

Bias

- Not very good at time management

# Why is it important?



There are only 675450 hours in the average human life

Every hour wasted is an hour you will not get back

Work smarter – not harder

Parkinson's Law

*Work expands so as to fill the time available for its completion*

# Time Management

- *time management is the process of organizing and planning the amount of time you want to divide between specific activities*



## Examples of TM strategies

- Know how you spend your time
- Prioritize
- Make a to-do list
- Focus without distractions
- Make decisions
- Get organized
- Stop being perfectionist
- Learn 80-20 rule
- Don't waste time waiting



# Time management – why is it important?

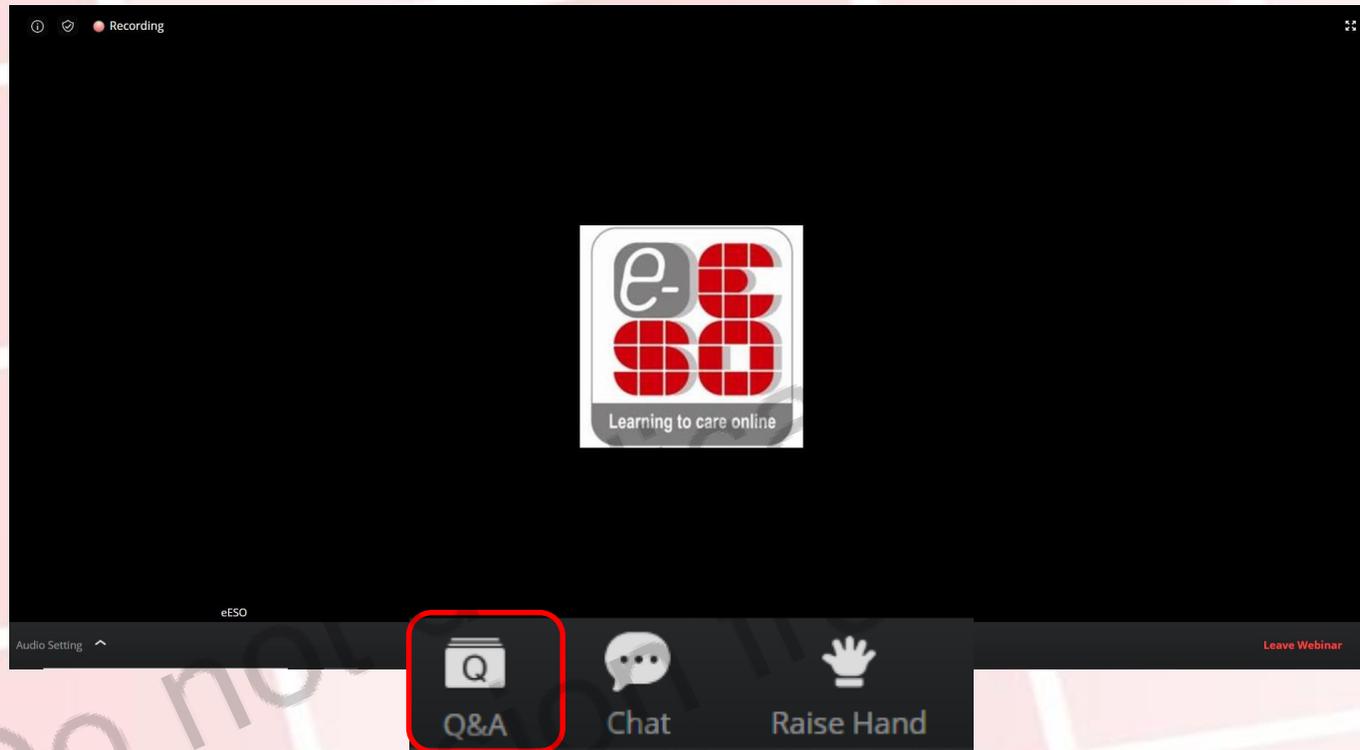
- **Time is limited** - No matter how you slice it, there are only 24 hours in a day
- **You can accomplish more with less effort**
  - When you learn to take control of your time, you improve your ability to focus. And comes enhanced efficiency
- **Improved decision-making ability**
  - You can eliminate the pressure that comes from feeling like you don't have enough time. You'll start to feel more calm and in control.
- **Become more successful in your career**
  - Time management is the key to success. It allows you to take control of your life flow of others



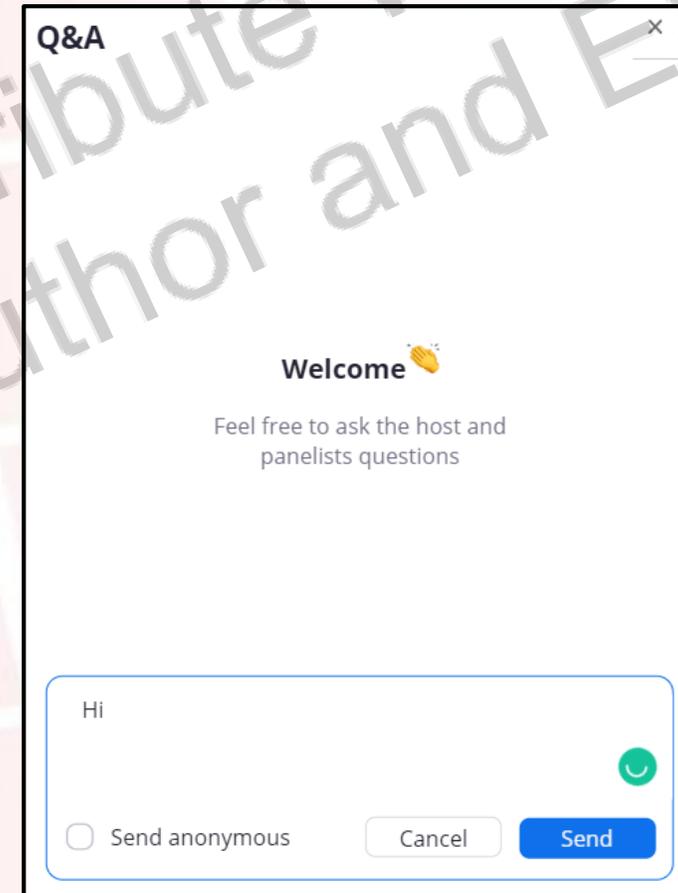
# Time management – why is it important?

- **Learning opportunities are everywhere**
  - the more you learn, the more valuable you are to your department. Great learning opportunities are time to stop and take advantage them. When you work more efficiently, you have that time.
- **Reduce stress**
  - When you don't have control of your time, it's easy to feel rushed and overwhelmed.
- **Free time is necessary**
  - Everyone needs time to relax and unwind. You accumulate extra time throughout your day that you unwind, and prepare for a good night's sleep.
- **Self-discipline is valuable**
  - The better you get at it, the more self-discipline you learn. This is a valuable skill that will begin to life where a lack of discipline has kept you from achieving a goal.

**Your views are important!  
Remember that you can ask questions and send  
comments at any time.**



**Click on the Q&A button  
to send your questions and comments**



To share your e-eso experience use:  
**#e\_ESO**



# Dwight Eisenhower

- What is important is seldom urgent and what is urgent is seldom important.
- Urgent and important – do now
- Important, not urgent – do later
- Urgent, not important – delegate
- Not urgent & nor important – eliminate

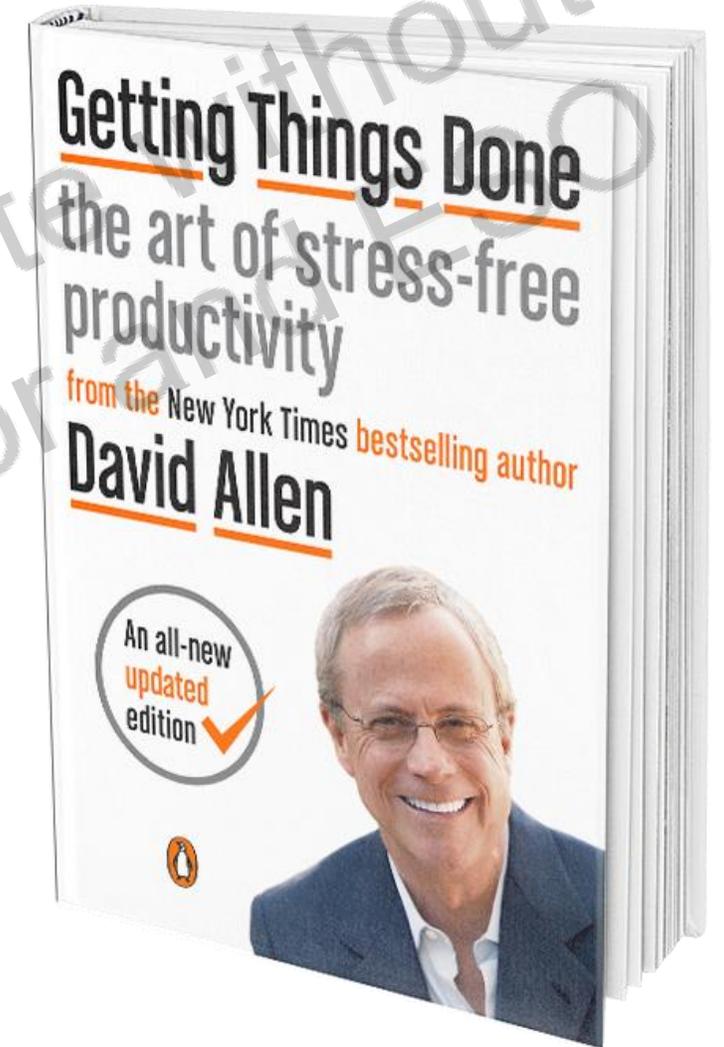
## The Eisenhower Decision Matrix





# Getting Things Done

- Capture – collect what has your attention
  - Write, record, gather everything that has your attention
- Clarify – process what it means
  - Is it actionable? If not, decide whether to trash, or put on hold
- Organize – put where it belongs
  - Park reminders of your categorized content in appropriate places
- Reflect – review frequently
  - Update and review all content to regain control and focus
- Engage – simply do
  - Make action decisions with confidence and clarity

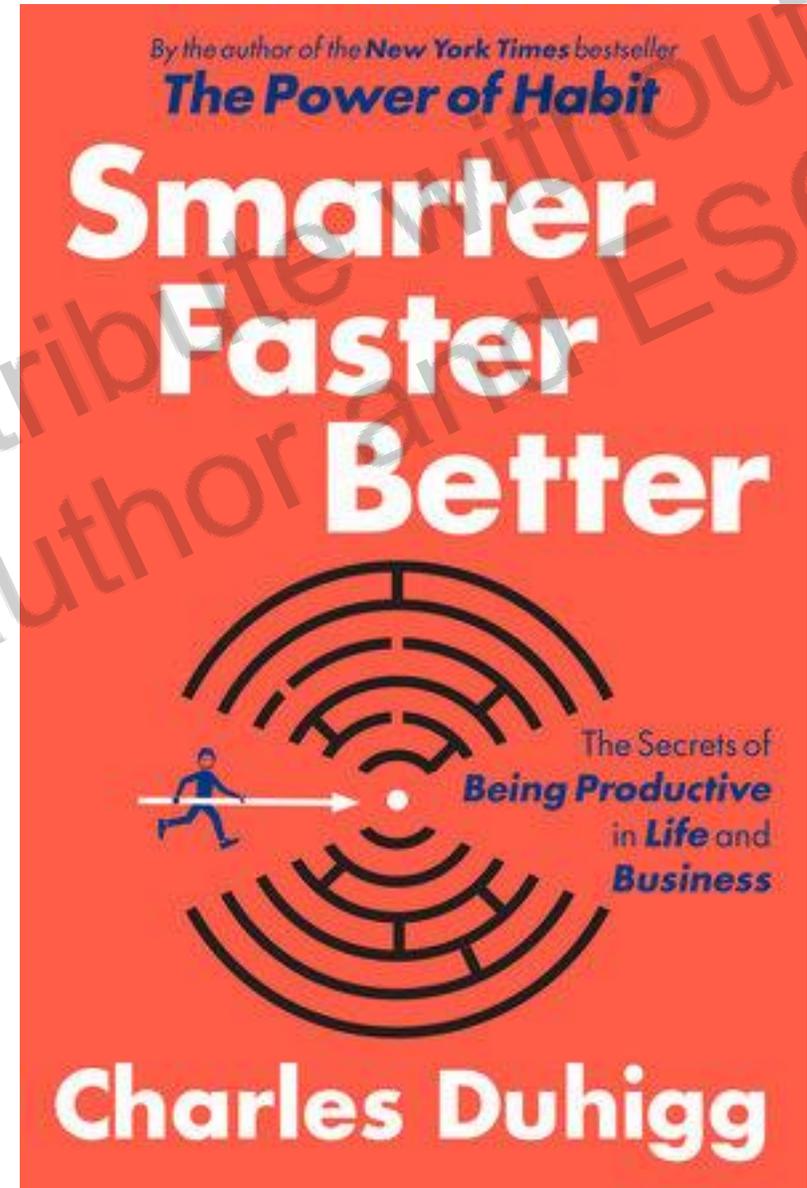




# Productivity

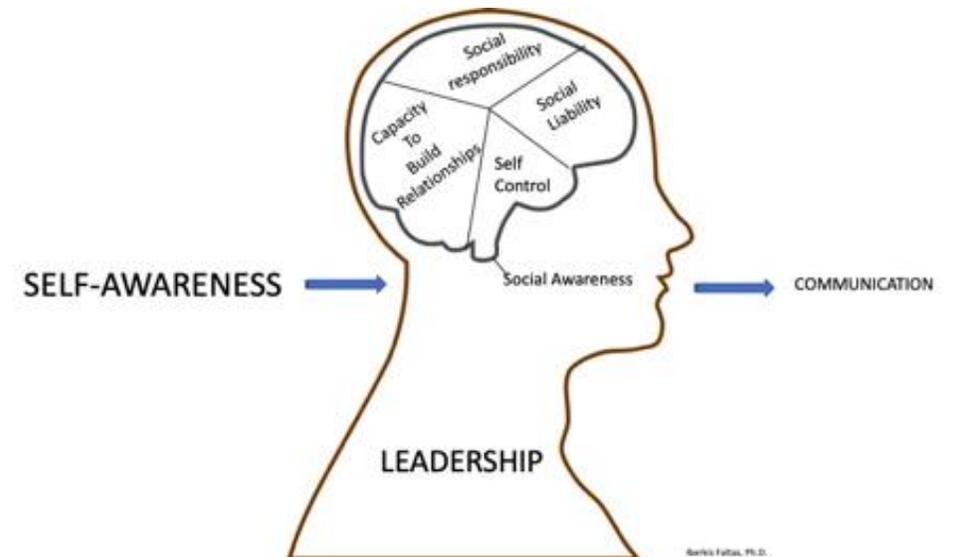
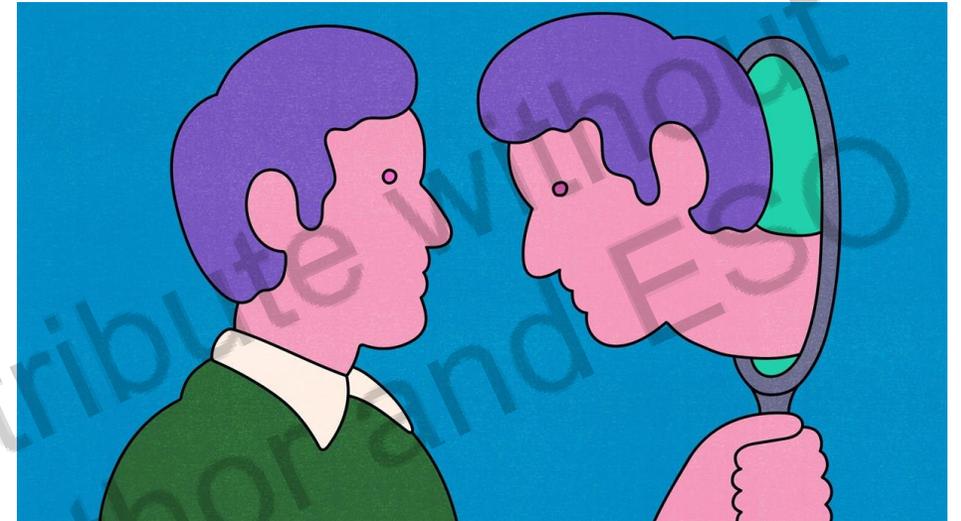
Staying productive, motivated and competitive is ultimately about making the right choices, both in your daily life and with your most ambitious goals. Set stretch goals for yourself, then narrow them down into achievable parts. Overcome distractions by staying prepared. Making the right choices isn't just good for you – it's better for your team and the company overall.

- Motivation
- Ambitious goals
- Focus
- Teamwork
- Commitment culture
- Innovation



# Self - awareness

- In philosophy of self, self-awareness is the experience of one's own personality or individuality. It is not to be confused with consciousness.
- While consciousness is being aware of one's environment and body and lifestyle, self-awareness is the recognition of that awareness.
- Self-awareness is how an individual consciously knows and understands their own character, feelings, motives, and desires.
- The medical term for not being aware of one's deficits is anosognosia, or more commonly known as a lack of insight.





# Habits of highly productive people

- Focus on most important task first
- Cultivate deep work
- Keep a distraction list to stay focused
- Use Eisenhower matrix
- Use the 80/20 rule
- Break tasks into small pieces
- Take breaks
- Make fewer decisions
- Eliminate inefficient communication
- Find repeatable shortcuts
- Learn from successes & mistakes
- Plan for when things go wrong
- Work before you get motivated
- Don't multitask
- Fill the tank – recharge
- Sharpen your axe
- Manage your energy, not just time
- Get better at saying 'no'



## Six Keys to Positive Change

- Show up - the power of presence
- Speak up - the power of voice
- Team up - the power of partnering
- Look up - the power of values
- Don't give up - the power of persistence
- Lift others up - the power of giving back



Rosabeth Moss Kanter

<http://www.youtube.com/watch?v=owU5aTNPJbs>



## Work smarter

- Trim the fat
- Measure results, not time
- Have an attitude adjustment
- Communicate, communicate....
- Create and stick to a routine
- Automate more tasks
- Stop multitasking
- Take advantage of your procrastination
  - Parkinson's Law – if you wait until last minute, it only takes a minute
- Relieve stress
- Do more of the work you enjoy





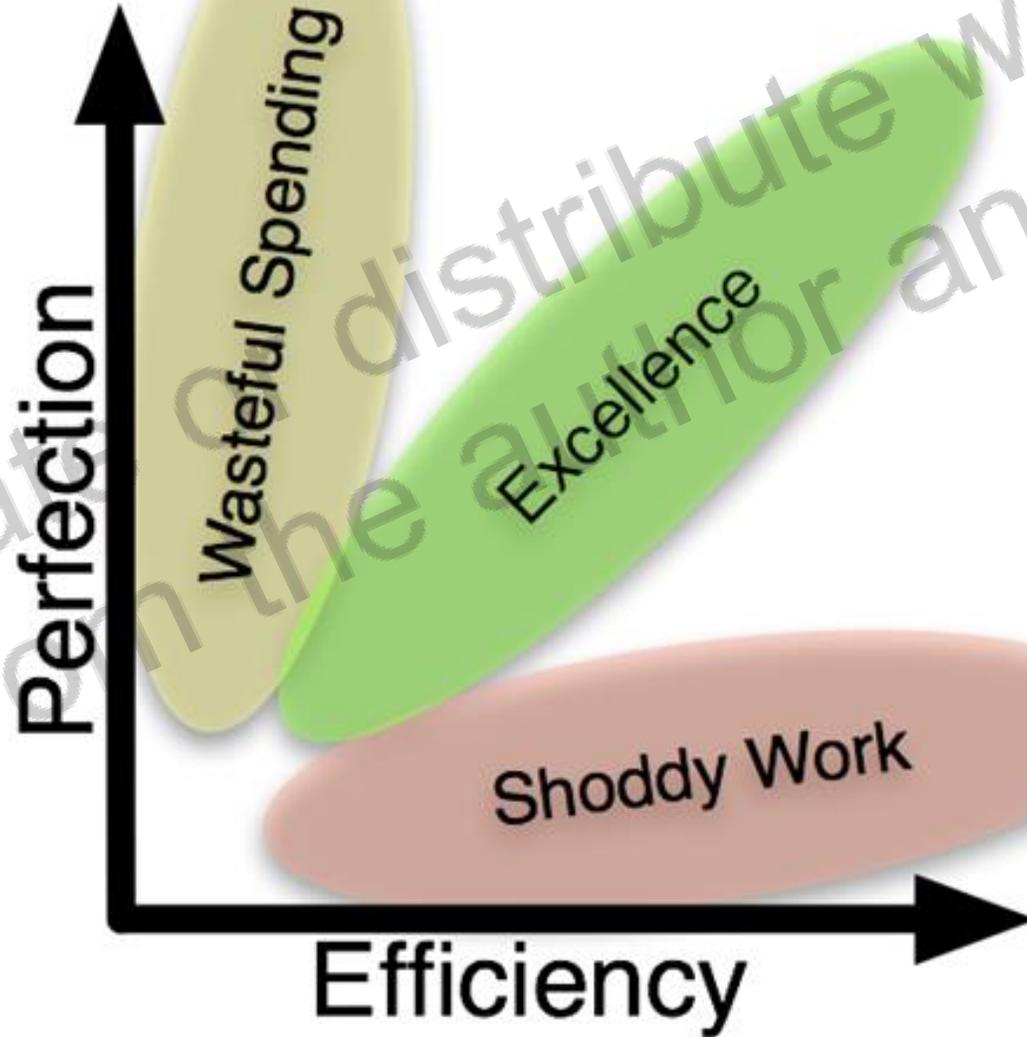
# Unconscious obstacles to getting things done

Time management is emotionally charged and the first step to making improvements is to deal with emotions. People don't always know consciously what drives their decisions and behaviors. In a nutshell, individuals are programmed to do what they expect to bring pleasure and avoid what they expect to create pain.

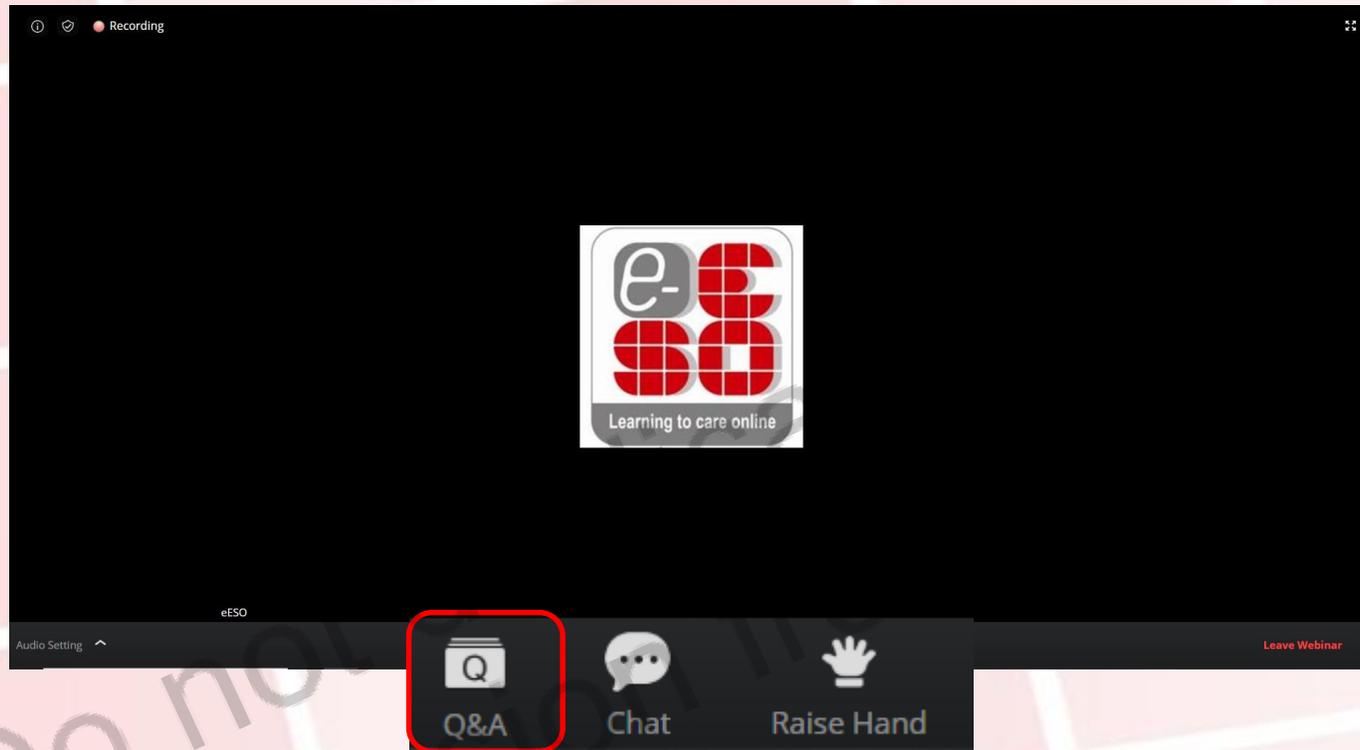
- Seeking perfection
- Needing control
- Task avoidance
- Lack of confidence, fear of failure
- Desire to please
- Need for connection
- Seeking comfort and familiarity
- Being reactive, not proactive
- Taking pride in being overworked
- Feeling not good enough



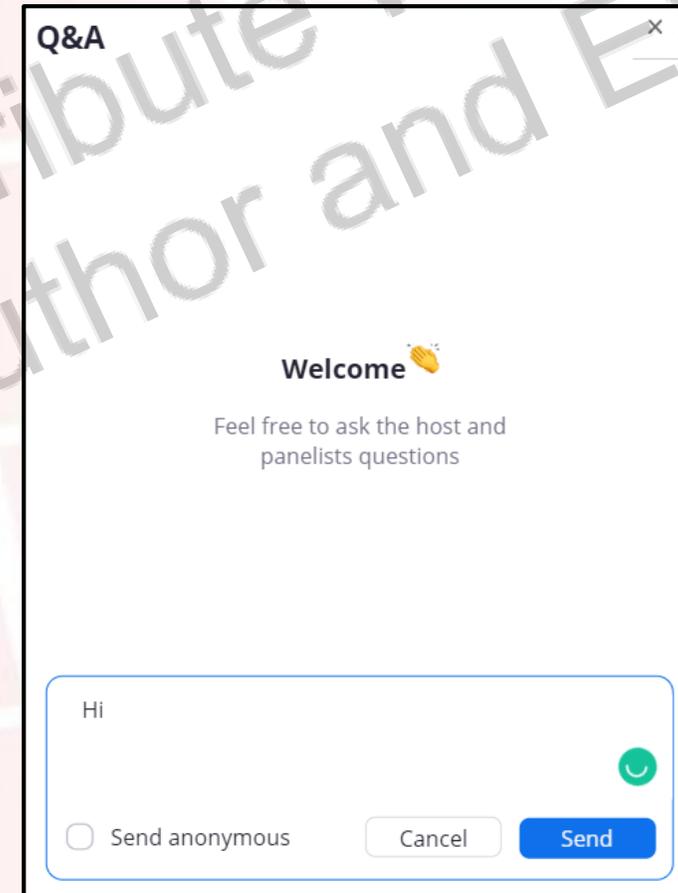
# Balance



**Your views are important!  
Remember that you can ask questions and send  
comments at any time.**



**Click on the Q&A button  
to send your questions and comments**



To share your e-eso experience use:  
**#e\_ESO**

# Resilience



## Resilience

- capacity to bounce back and respond to pressure, unpredictability or adversity in an adaptive and effective manner that leads to learning and positive outcomes
- ability to adjust to adversity, maintain equilibrium, retain some sense of control over environment. continue to move on in a positive way

Celebrate!  
your achievements  
(however small!) 

Look after  
your  
Physical + Mental  
Health 

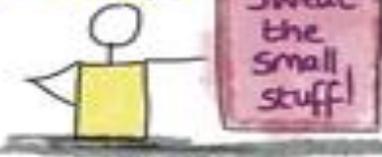
Self-Care  It's how you RECHARGE NOT how you endure

Have a Network  
of Supportive People  
 to give a listening ear when things get tough

# 10 Ways to Build your Resilience

Be Honest with yourself and others.  There are going to be challenges... it's how you deal with them that counts!

Maintain Perspective  
 The situation might be bad now, but it won't be forever. Give it time

Choose your Battles 

Remember what makes you special and the unique contribution you give to the world.  @HorizonsNHS

Remember — people who have the potential to wear me down have good intentions. talk... find out what they are. 

Learn from Mistakes, Move forward... 

Do not replicate or reuse this content without permission from the ESCO



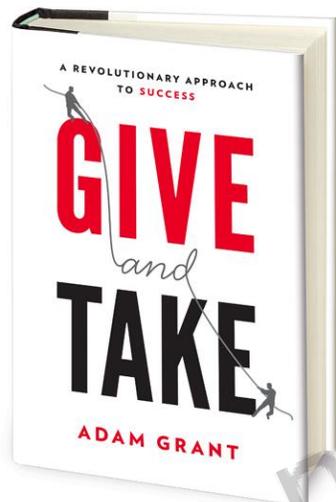
## Signs of burnout you should not ignore

- Getting Angry at the Drop of a Hat
- You Feel Like Your Best Isn't Good Enough.
- No Matter How Tired You Are, You Can't Switch Off
- It Seems Like You're Always Getting Sick
- Your Job Doesn't Seem Such a Big Deal.
- Everybody at Home Is on Your Bad Side
- Your Appetite Is as Low as Your Self-Esteem.

# Stress relievers

- Short term
  - Guided imagery, Meditate
  - Practice progressive muscle relaxation
  - Focus on breathing, Take a walk
- Fast acting
  - Get a hug from a loved one
  - Aromatherapy, Create artwork
- Long term
  - Balanced diet
  - Make time for leisure activities
  - Develop a positive self-talk habit
  - Prioritize exercise, Yoga
  - Express gratitude







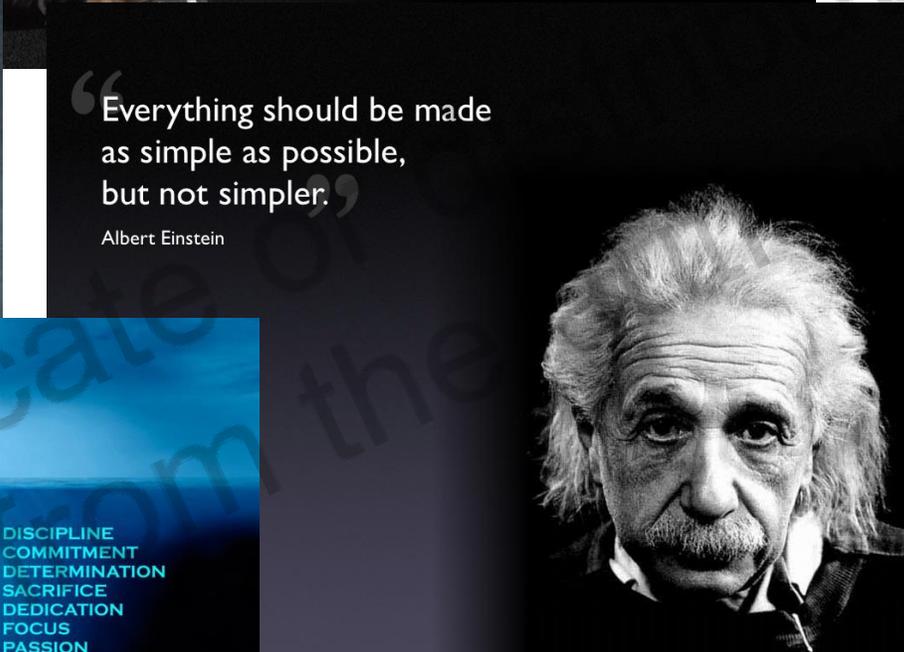
“Have no fear of perfection; you'll never reach it.”

Marie Curie



“Perfect is the enemy of good”

- Voltaire



“Everything should be made as simple as possible, but not simpler.”

Albert Einstein



SUCCESS

PEOPLE SEE THIS

WHAT PEOPLE DON'T SEE

- DISCIPLINE
- COMMITMENT
- DETERMINATION
- SACRIFICE
- DEDICATION
- FOCUS
- PASSION
- CONFIDENCE
- COURAGE
- PERSISTENCE
- RISK
- HEALTHY LIFESTYLE
- STAYING WITH IT LONGER AFTER OTHERS HAVE QUIT





# Practical examples

- Committees
  - Do I need to be part of this committee
  - Do I understand the purpose
  - Do we need to meet as frequently
  - Am I prepared, am I contributing to the meeting
  - How can I contribute to making the meeting effective
- Clinical practice
  - Why am I seeing this patient today?
  - How often do I need to see the patient?
  - How can I make my clinic more efficient?
  - How can my team be more efficient?
  - Are there opportunity for task shifting?

# Effective meetings

- Only when absolutely required
- Only with people who are truly needed
- Assign facilitator
- Set up and agenda in advance
- Meetings notes – minutes
- Give everyone opportunity to participate
- Limit discussion for each agenda item
- Clear presentation
- Post meeting decisions – what's next





# Meeting cost calculator

## Necessity

*Is the meeting necessary?*

A meeting can serve many worthwhile purposes, from conveying information, to making decisions, to team-building.

There are times, however, where the goals of the meeting can be achieved via an email, telephone call, or 'hallway conversation'.

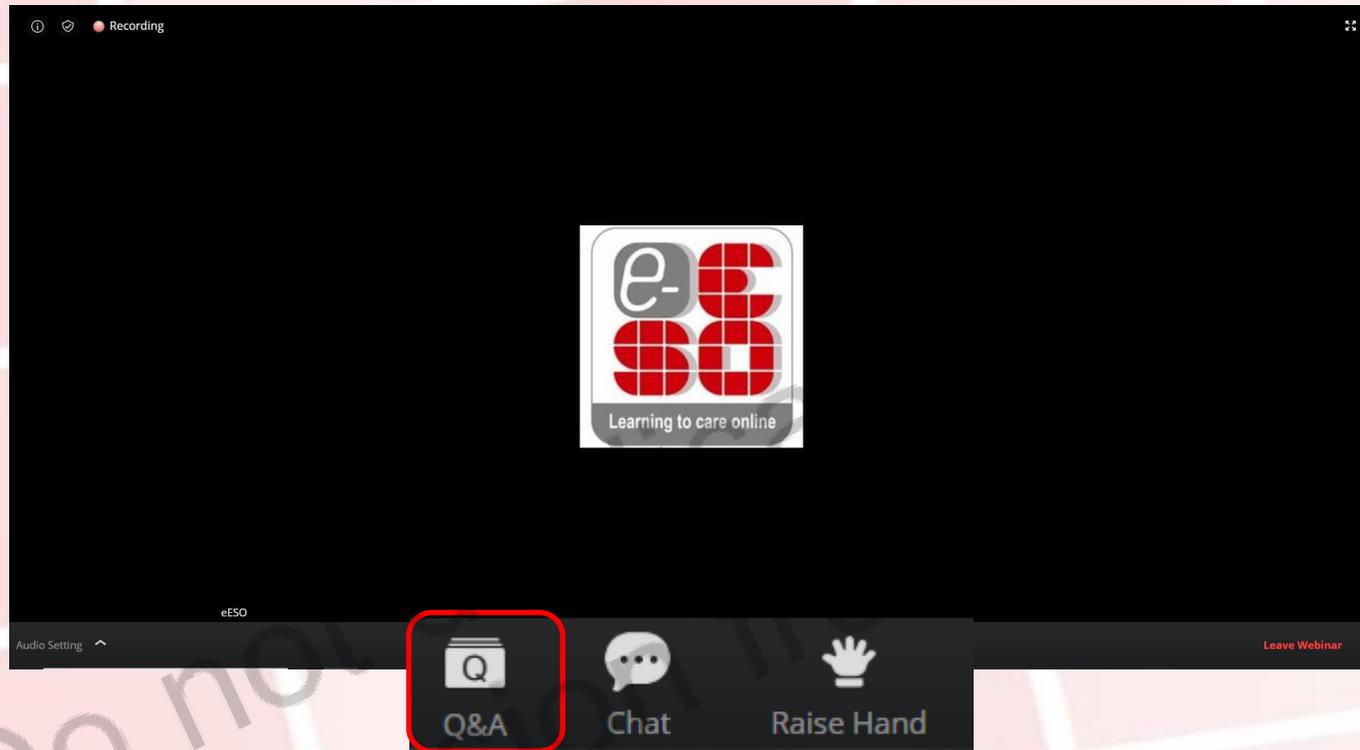
When an unnecessary meeting is held, it is generally obvious to all, and can undermine the success of future meetings. Consider cancelling a standing meeting if little has occurred in the interim - an e-update may suffice.

Invite people by dragging them into the invitation area & see the rough cost of the meeting.

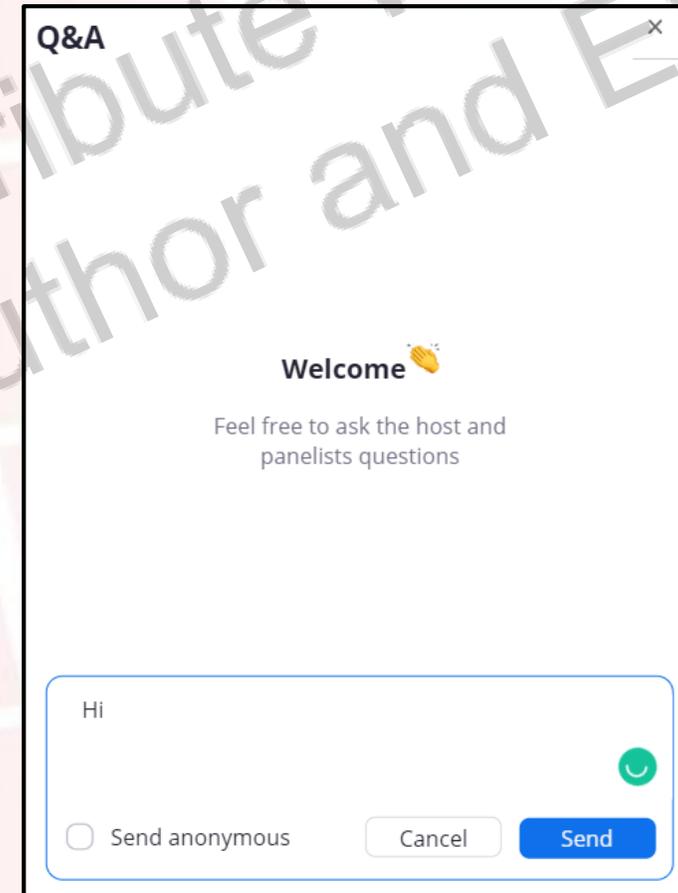
\*pay rates are rough estimates only

This meeting is estimated to cost \$0 per hour

**Your views are important!  
Remember that you can ask questions and send  
comments at any time.**



**Click on the Q&A button  
to send your questions and comments**



To share your e-eso experience use:  
**#e\_ESO**



## Leading from within

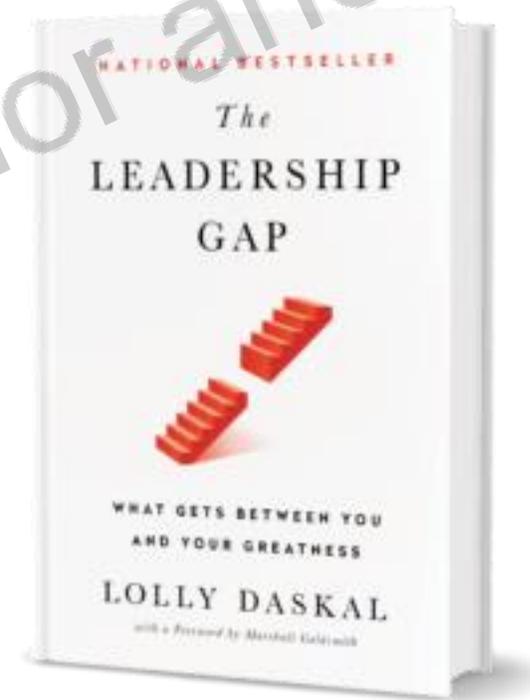
- Set goals for your life
- Lead by example
- Be fearless
- Question everything
- Do what is right, not what is easy
- Find goodness and beauty in everyone and everything
- Actively reject pessimism
- Be the change you want to see in the world
- Surround yourself with mentors and teachers
- Care for and about people
- Honour others
- Embrace new ideas and opportunities

<https://www.lollydaskal.com/>



## 10 Ways To Simplify Your Leadership

- Don't try to read minds
- Keep your word
- Life is too short to waste time being cranky
- Forgive everyone, especially yourself
- Don't try to please everyone
- Stop worrying about your mistakes
- Take great care of your health
- Look at your inner circle
- Kick bad habits
- Make time for what's important





## Traits of personally effective people

- Determination
- Self-confidence
- Optimism
- Managing stress
- Persistence
- Problem-solving
- Time management
- Planning
- Creativity
- Self-motivation





# How to take a task to the next level

- Research
  - Professor Google
- Learn – leadership training
- Observe
  - watching successful people managing their time and priorities give new ideas
- Survey successful people, mentors
  - ask how they manage careers, get advice
  - get feedback, ask how people perceive you, reflect
- Make it your own
  - each of us has different preferences
  - reflect on what makes you happy, productive, successful



time management

All Images Videos News Books More

About 4,200,000,000 results (0.58 seconds)

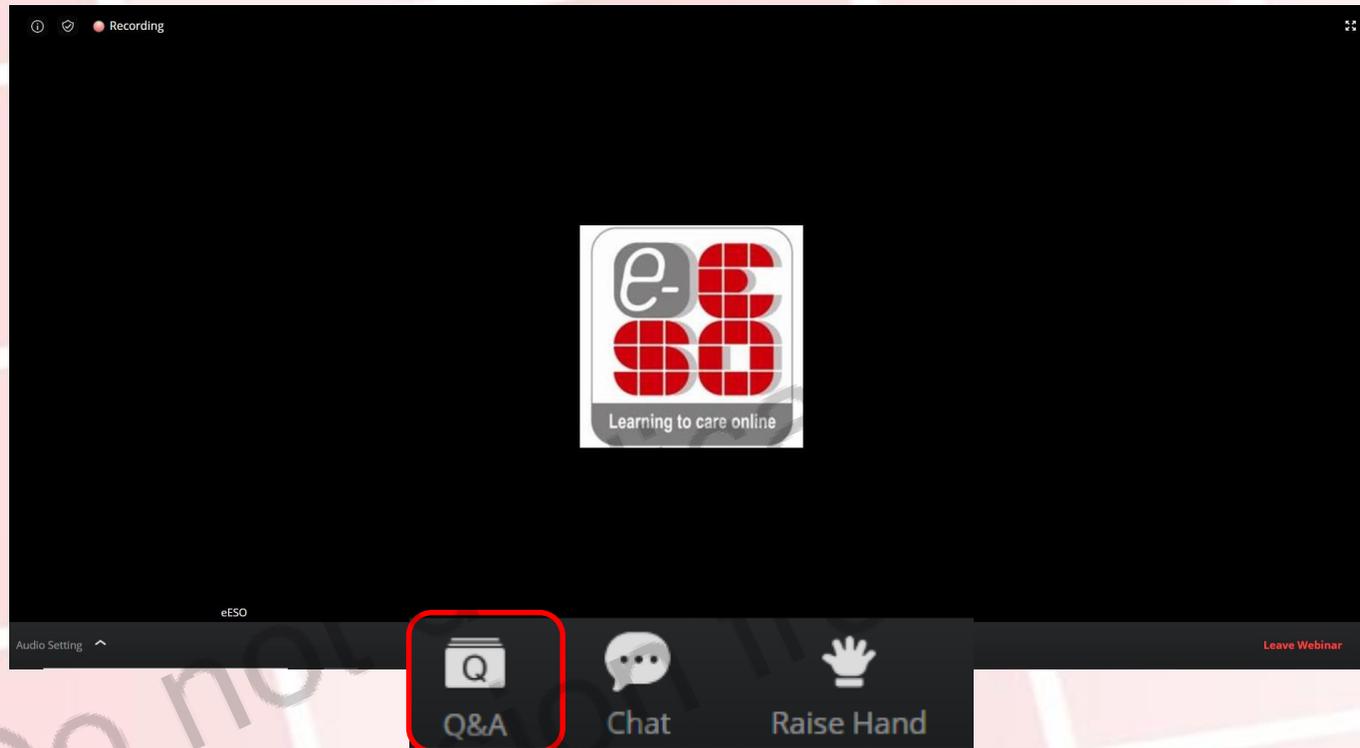


Thank you

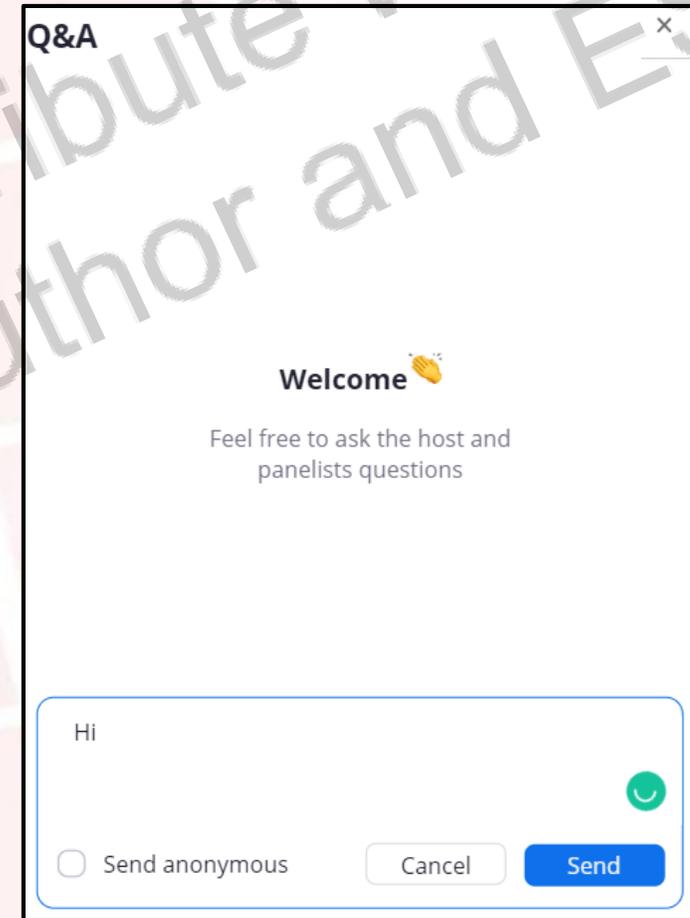


# E-session

## Question & Answer Session



**Click on the Q&A button  
to send your questions and comments**



To share your e-eso experience use:

**#e\_ESO**



College of the European  
School of Oncology



**Thank you!**

for participating in this

**Dedicated ESCO e-session**

For additional information, please visit

[www.e-eso.net](http://www.e-eso.net) or [www.esco.org](http://www.esco.org)

Share this session on social media using:

[#e\\_ESO](#) or [#ESOcollege](#)