

Time Management for Cancer Professionals

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COI

- No financial conflicts of interest

Bias

- Not very good at time management

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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

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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

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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 with increased focus 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 rather than following the flow of others

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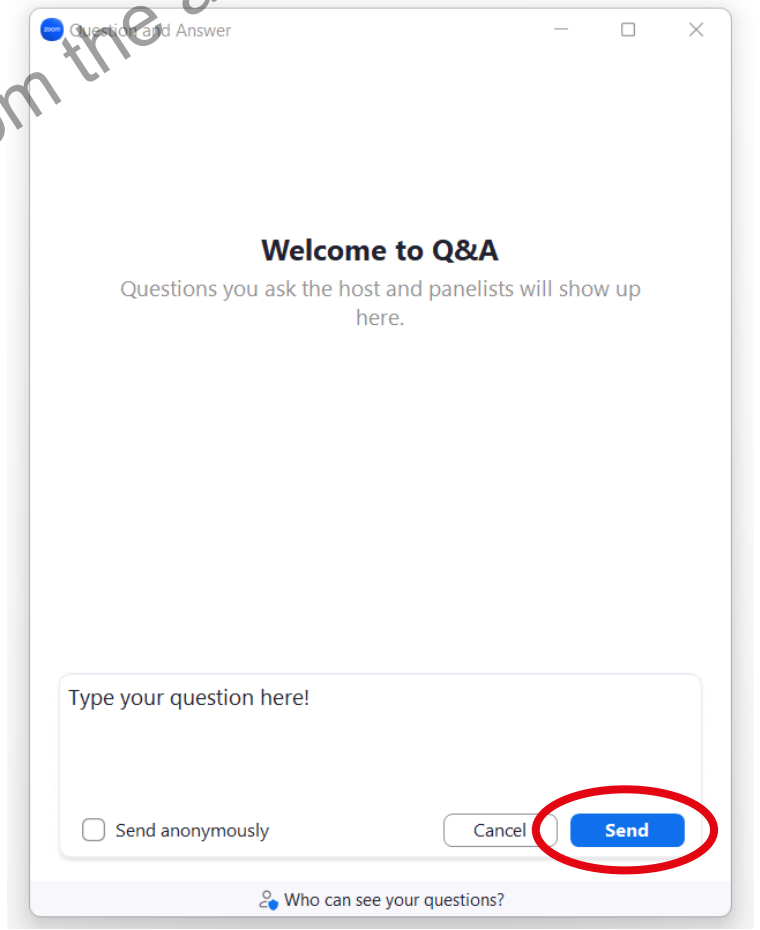
Time management – why is it important?

- **Learning opportunities are everywhere**
  - the more you learn, the more valuable you are to your department. Great learning opportunities are around you, if you've got 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 can use later to relax, 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 impact other areas of your life where a lack of discipline has kept you from achieving a goal.

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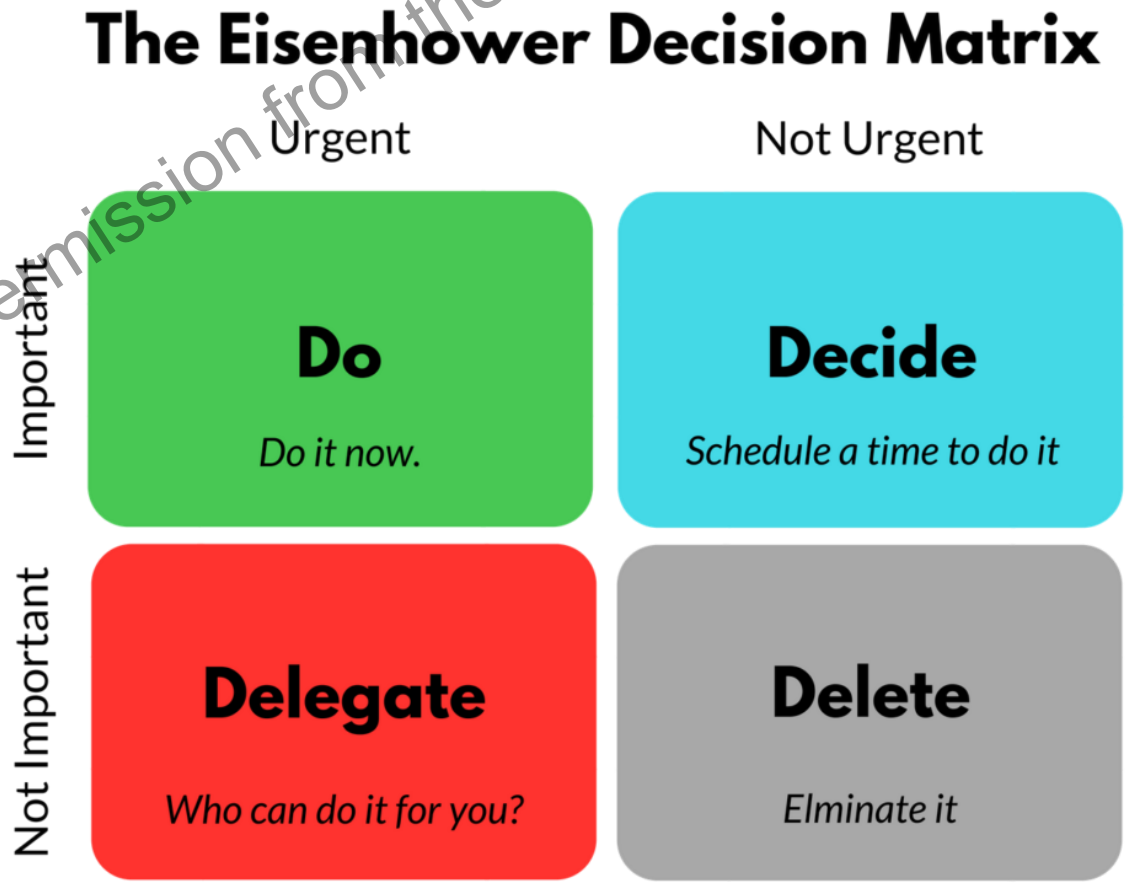
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Dwight Eisenhower

- What is important is seldom urgent and what is urgent is seldom important.

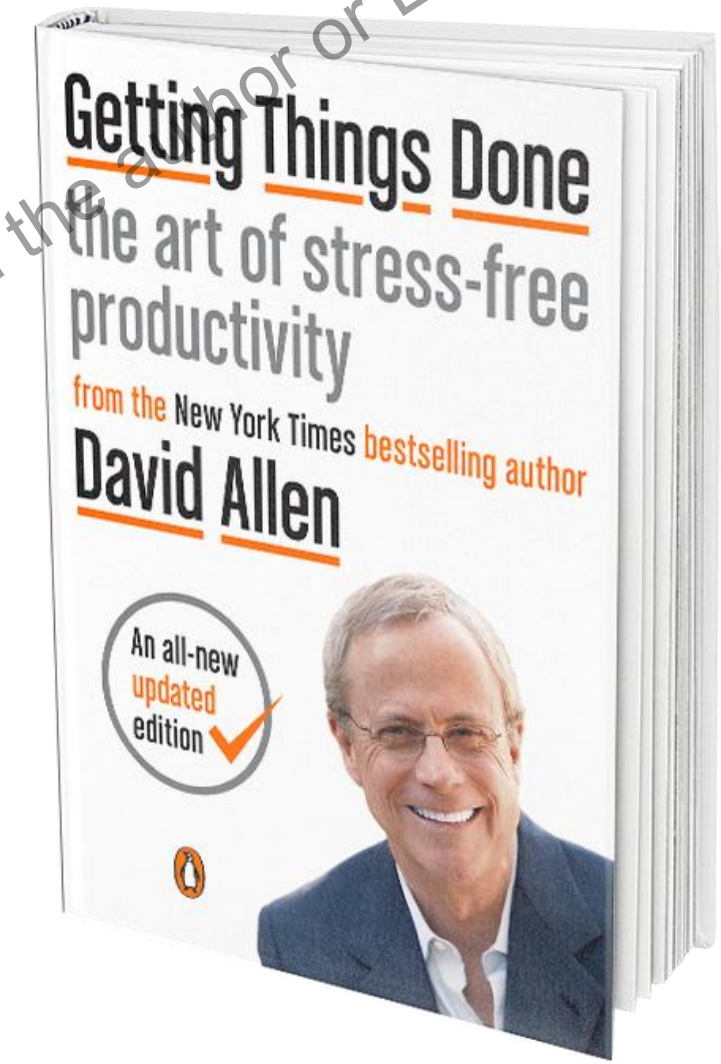
- Urgent and important – do now
- Important, not urgent – do later
- Urgent, not important – delegate
- Not urgent & nor important – eliminate



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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? It 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

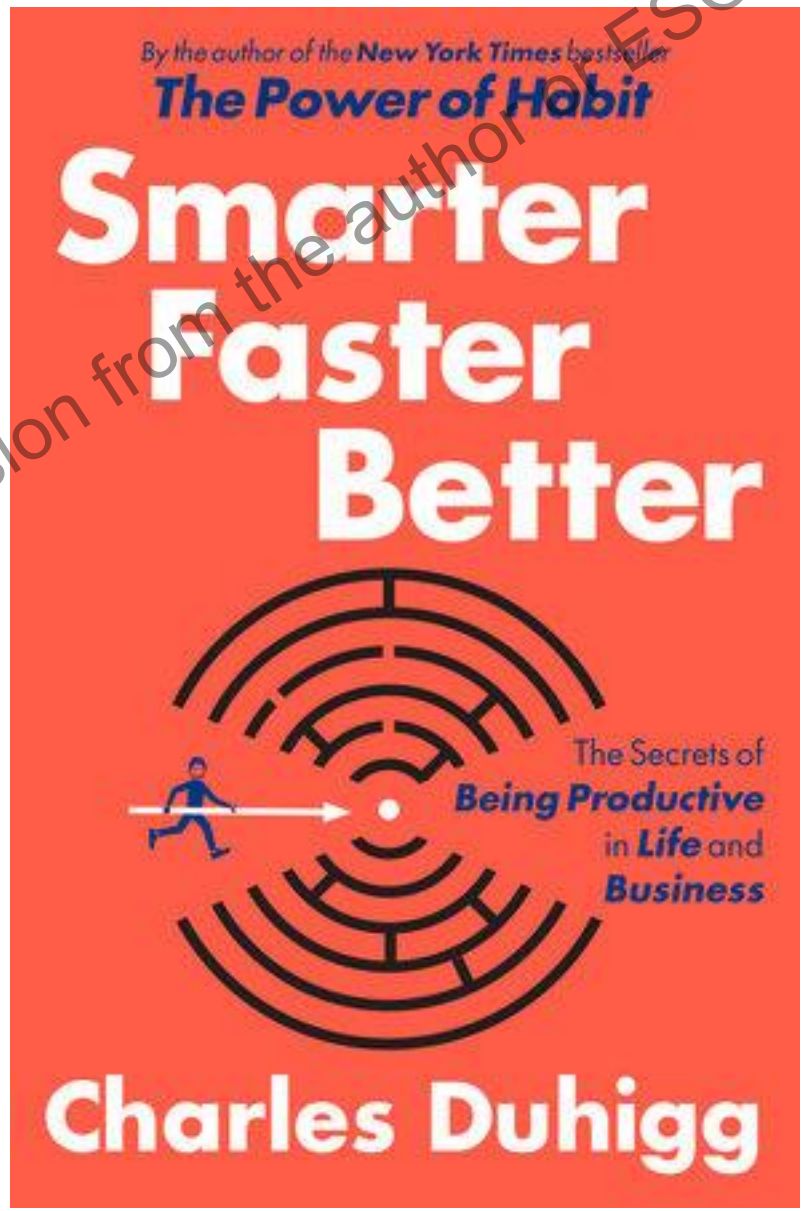


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Productivity

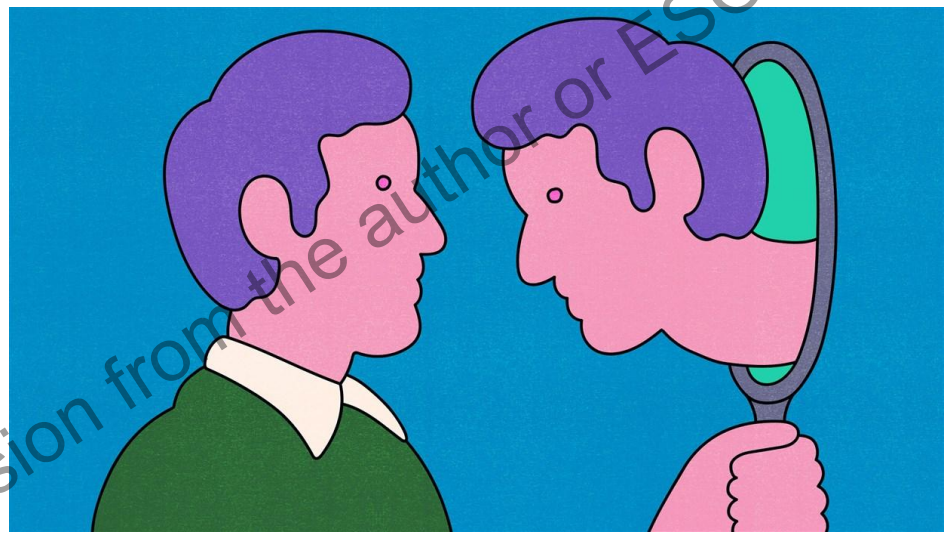
Staying productive, motivated and competitive is ultimately about making the right choices, both in your daily life and with your most ambitious goals. Set stretch goals for yourself, then narrow them down into achievable parts. Overcome distractions by staying prepared. Making the right choices isn't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

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

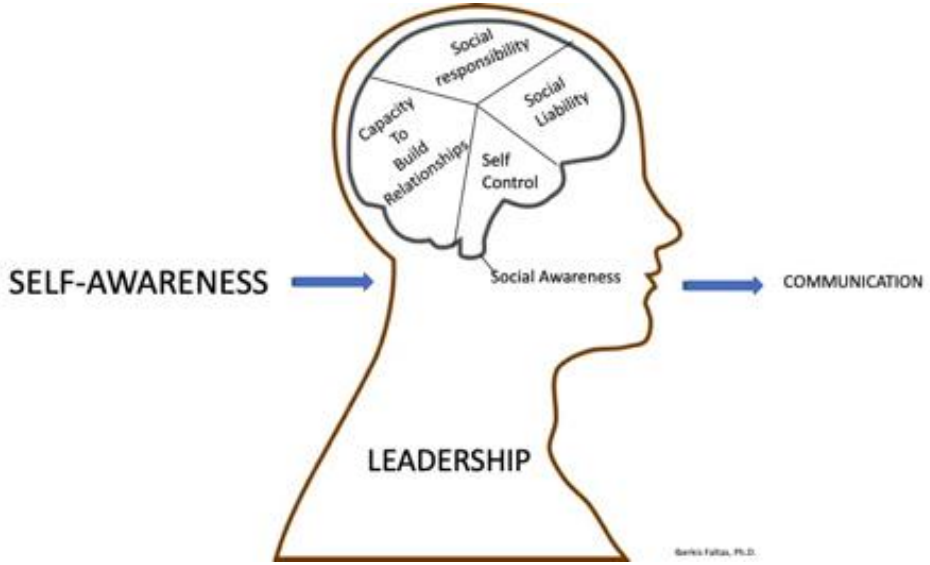


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Self - awareness



- 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.



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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’

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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

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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



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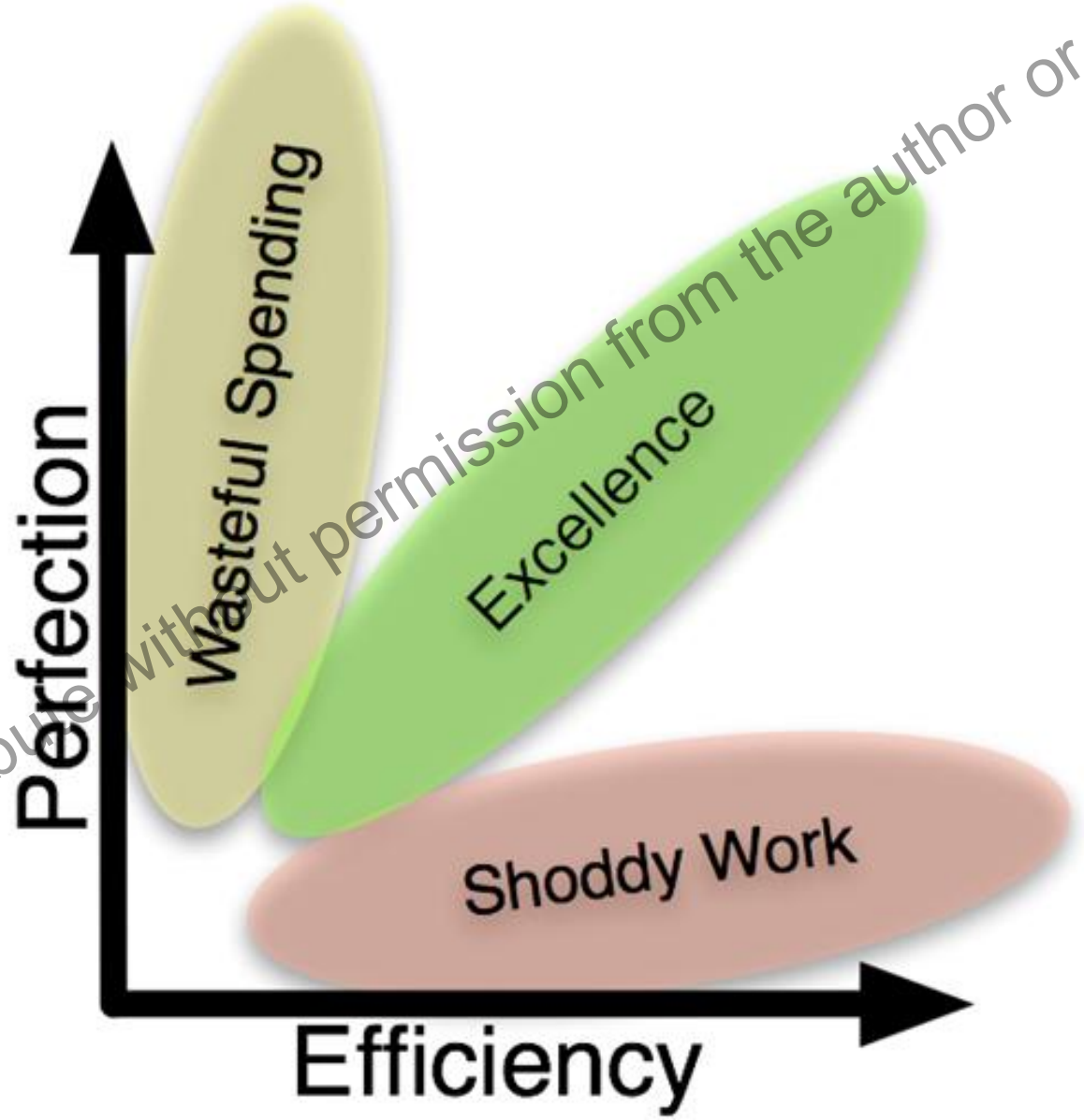
Unconscious obstacles to getting things done

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

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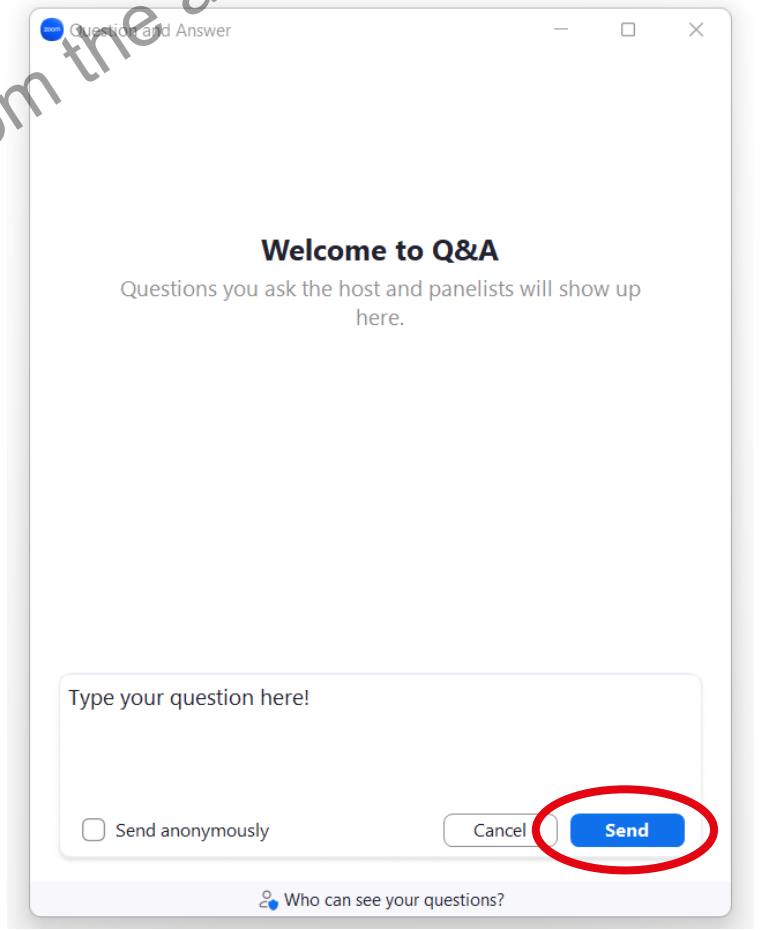
Balance



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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

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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.
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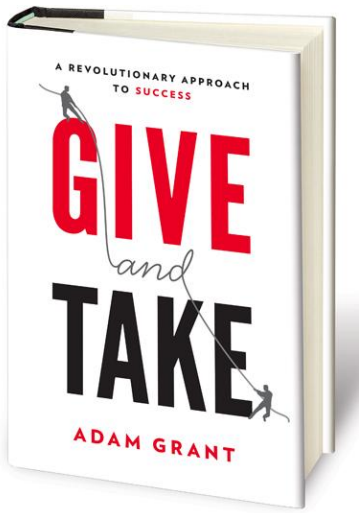
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Stress relievers

- 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



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GIVE and TAKE

Adam Grant
Wharton

CONCEPT of GIVERS and TAKERS

3 DIFFERENT MOTIVES

1. GIVERS — Enjoy helping others... no strings attached
2. TAKERS — Take without contributing much back
3. MATCHERS — Keep an even balance of give and take

WHAT ARE KEY THINGS THAT WOULD MAKE US MORE SUCCESSFUL

DOESN'T HAVE to BE AN EXTRAORDINARY EFFORT!

"5 MINUTE FAVORS"
- Knowledge-sharing & innovation
- High value to others & low personal cost

GIVERS LOOK FOR POTENTIAL in PEOPLE
- Create self-fulfilling prophecies that motivate

SET BOUNDARIES
- Quiet time / windows / DO NOT DISTURB
- Balanced with doing things for others

LEAST SUCCESSFUL and MOST SUCCESSFUL ARE GIVERS... BE IN UPPER ECHELONS

SELFLESS GIVERS
- Sacrifice themselves; very costly

OTHERISH
- As helpful as you can without losing sight of own goals & responsibilities

WIN WIN

LEADERS as MULTIPLIERS... LEVERAGE with GIVE & TAKE

CREATING A CULTURE of GIVING... and Productivity

CREATE 'PAY-IT-FORWARD' NORM
- Find a way to contribute
- Leverage the whole power of your network
- Not limit yourself to who you know/ strongest connections
- Go to person with expertise

ROLE of SOCIAL MEDIA IN ENGAGEMENT with GIVERS & TAKERS

NETWORKS: BACK to HOW IT USED to BE
- Visible to others, like it or not

They Turk everywhere

RECONNECT with DORMANT TIES
- Old ties → Novel information

MOVING BEYOND STRONG TIES

ARE THERE WAYS to SUPPORT INDIV. SUCCESS that would support your own success & the company's success?

BUILD IN to OUR DNA... NOT 'FLAVOR of the MONTH'

INCORPORATE IN SO WE HAVE CONSISTENCY

FORMS of GIVING ALREADY CONSISTENT with the ORGANIZATION
- Volunteering... Mentoring

LEADERS DISCUSS
- What types of Giving are important & part of our culture?

HOW BECOMING a GIVER HAS AN IMPACT

CUSTOMER SATISFACTION
INNOVATION
KNOWLEDGE SHARING
Eppletree Answers Internal "Make-A-Wish"

Weed out Takers

HIRING... KEEP the WRONG PEOPLE OFF the BUS
- Careful selection

RECOGNIZE · REWARD · PROMOTE GIVERS

FIND THOSE WHO'VE GONE UNNOTICED → and RECOGNIZE THEM!

LEAN IN / Sheryl Sandberg CHALLENGES FACING WOMEN in PERSONAL & PROFESSIONAL LIVES

MEN and WOMEN EQUALLY HELPFUL... just different kinds of help

Help Strangers while Help close friends & colleagues
WE NEED MORE of THIS!

NEGOTIATION
- Become an ADVOCATE for others... Consistent with caring

NOW TOUGH & ASSERTIVE is GOOD!

"WALK the TALK" CULTURE SHAPED by LEADERS WHO ARE GIVERS

I DON'T KNOW...

BEYOND GIVING to SEEKING
- Starts with a request
- Leaders model help seeking for others

VULNERABLE
HUMILITY

SHARE STORIES of GIVING LEADERS BENEFITED FROM

MODEL HELP SEEKING
- It's okay to ask for help
- Hard for people to know what you need

ACTUALLY GIVE!
- Make it V-I-S-I-B-L-E

MATCHERS or TAKERS WHO WANT to BECOME GIVERS

Step 1: ASK MORE QUESTIONS... WHAT DO PEOPLE NEED?
- Listen to others

Step 2: BUILD IN MORE 5 MINUTE FAVORS
- What's my unique expertise?
- Who do I want to help?

Step 3: TEST YOUR SELF-AWARENESS
- Seek feedback
- eye of the beholder

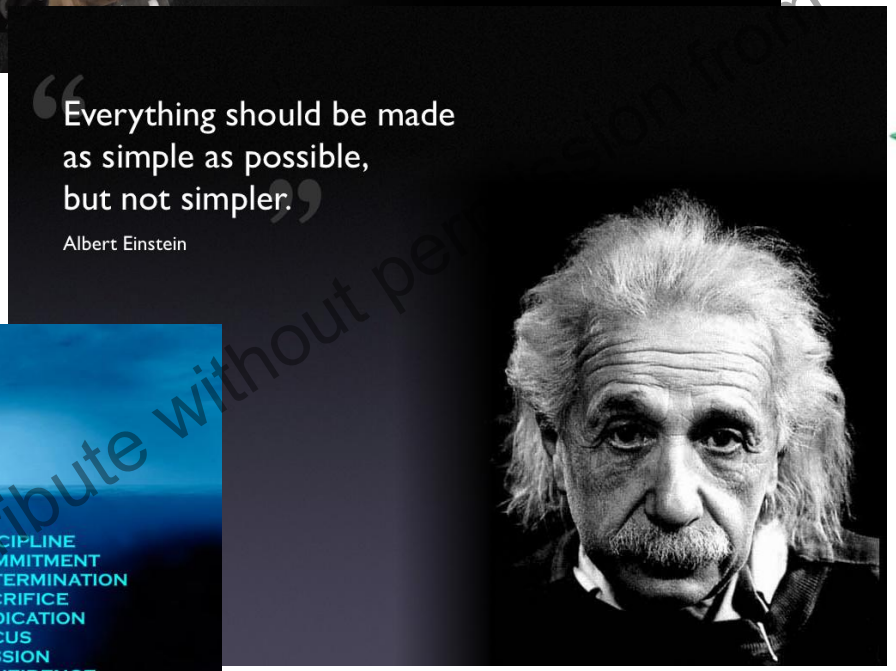
energize V. exhaust

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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?

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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





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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'.

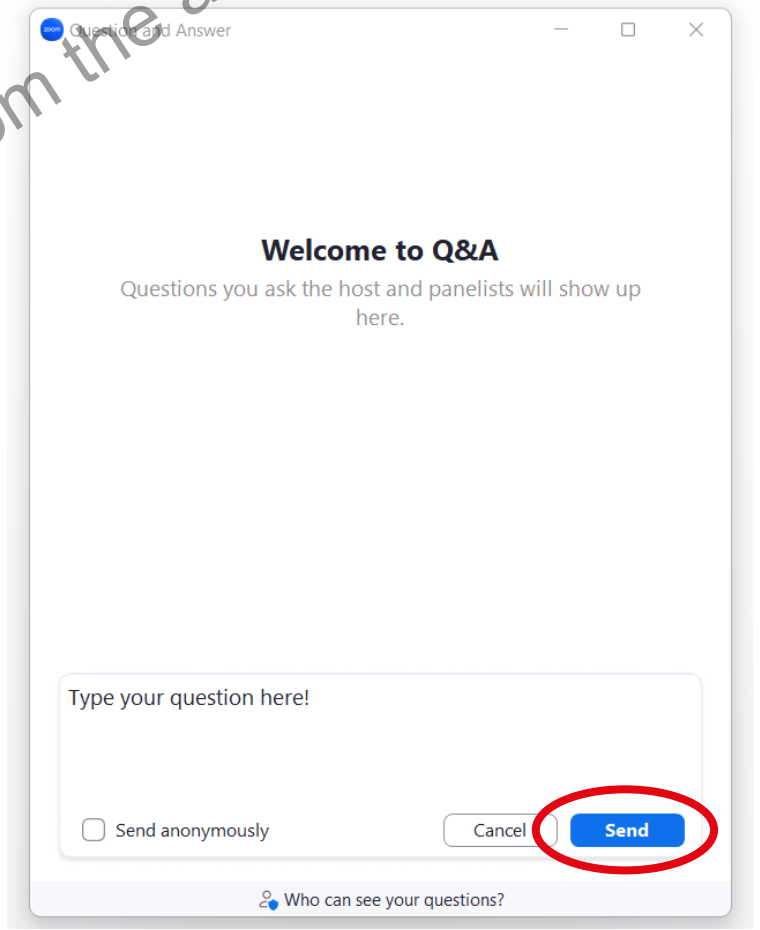
When an unnecessary meeting is held, it is generally obvious to all, and can undermine the success of future meetings. Consider cancelling a standing meeting if little has occurred in the interim - an e-update may suffice.



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Leading from within

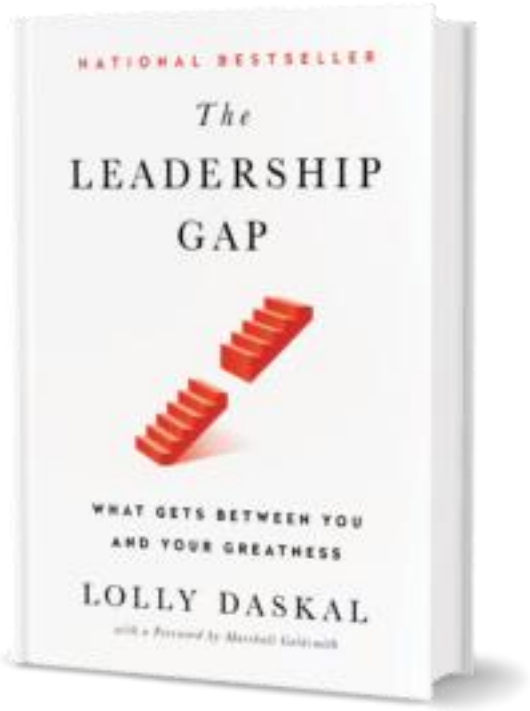
- Set goals for your life
- Lead by example
- Be fearless
- Question everything
- Do what is right, not what is easy
- Find goodness and beauty in everyone and everything
- Actively reject pessimism
- Be the change you want to see in the world
- Surround yourself with mentors and teachers
- Care for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

https://www.lollydaskal.com/

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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



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Traits of personally effective people

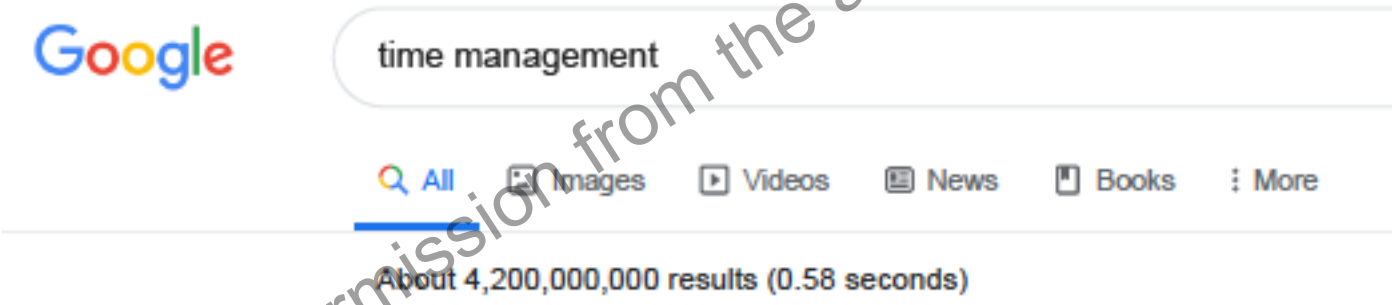
- Determination
- Self-confidence
- Optimism
- Managing stress
- Persistence
- Problem-solving
- Time management
- Planning
- Creativity
- Self-motivation



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How to take a task to the next level

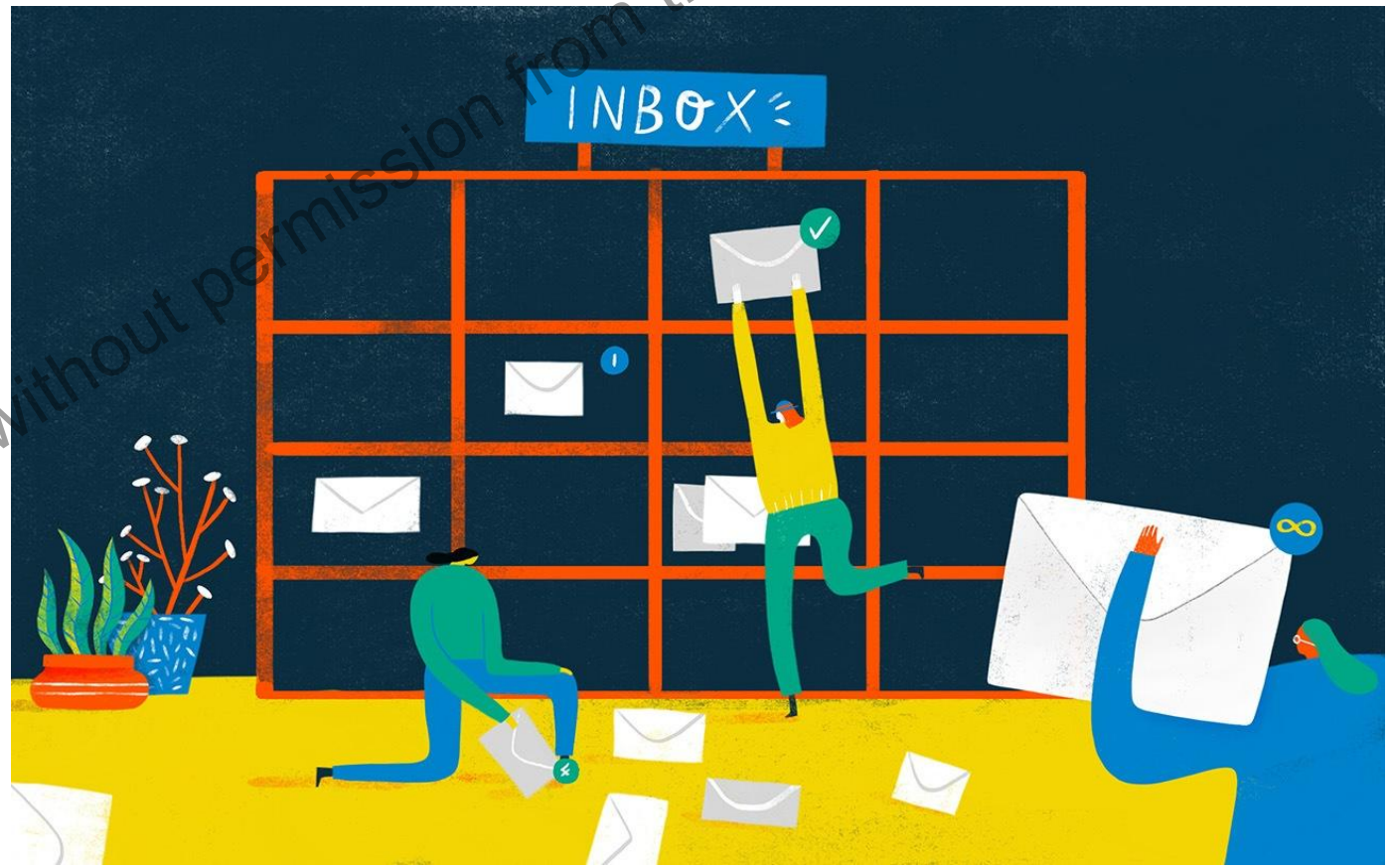
- Research
  - Professor Google



- 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

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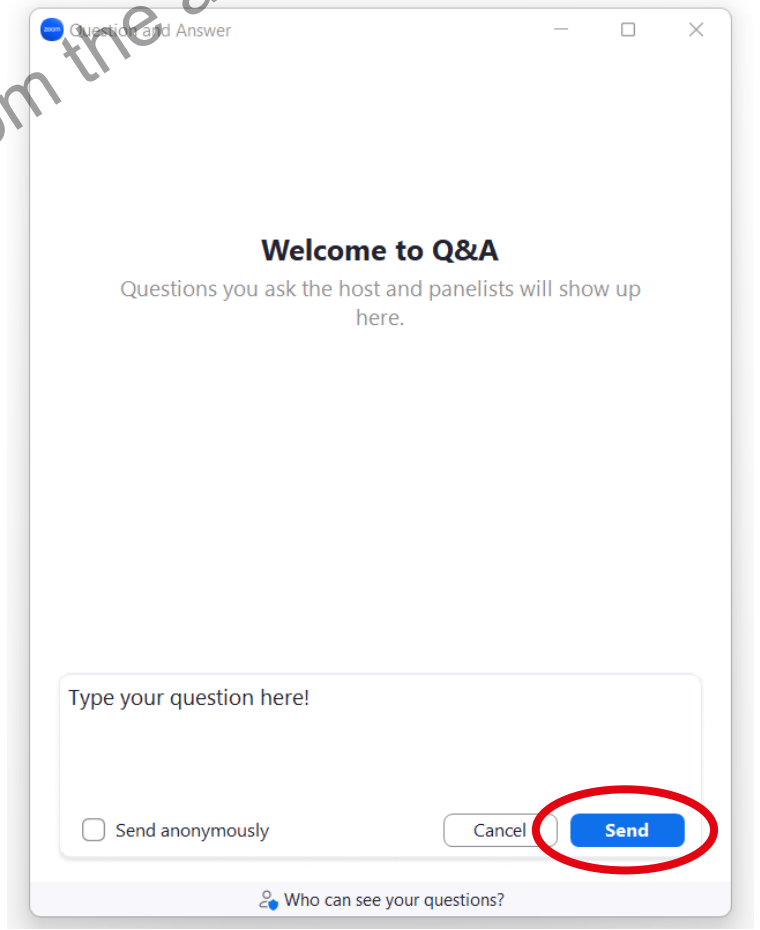
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