



Northwestern University Radiology Mentorship Program

“Time Management for Radiologists” 1/13/21

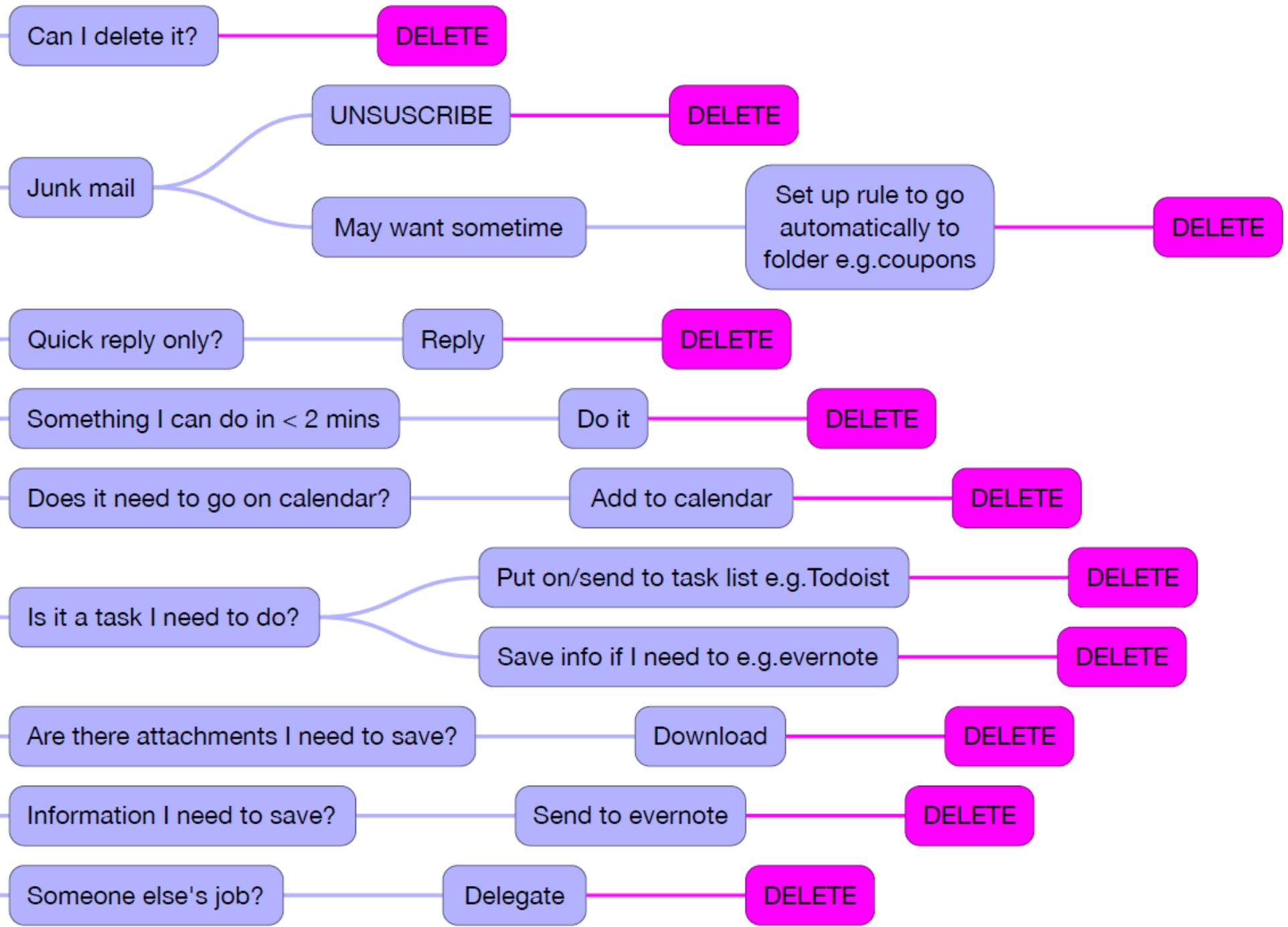
WHAT are you spending time on?

- Worthwhile/align with goals
 - Patient care
 - Team oriented
 - Other personal goals
 - Career Development Plan
 - Clinical
 - Educational
 - Research
 - Personal non-work oriented
 - Relax/Recharge

HOW are you doing it?

- Get organized
 - Task manager
 - Todoist, other apps, paper
 - Email
 - 2 min rule
 - Only check few times/day
 - Inbox zero
 - Calendar
 - File storage
 - Google drive, dropbox, Box
 - “H” drive, One note, Evernote
 - Endnote, Papers, Mendeley, Zotero
- Delegate
 - Work
 - Home

Email



Courtesy of
Dr Puneet
Bhargava

To-Do list (Todoist, other apps, paper)

- Include all personal and work tasks
- Try to put tasks on a date to do it
 - and possibly deadline
- Check it/revise it every day
- Add tasks that take >2 min to list immediately
- Include
 - Recurring items
 - Bills, new innovations evals, menu planning, etc
 - “Someday maybe” list
 - “Potential project” list
 - Good for when trainees/students ask for a project

References

- 1. Lackey AE, Moshiri M, Pandey T, Lall C, Lalwani N, Bhargava P. Productivity, part 1: getting things done, using e-mail, scanners, reference managers, note-taking applications, and text expanders. J Am Coll Radiol. 2014;11(5):481-9.
- 2. Jackson VP. Time management: a realistic approach. J Am Coll Radiol. 2009;6(6):434-6.
- 3. Pisano ED. Time management 101. Acad Radiol. 2001;8(8):768-70.
- Principles very good, some tech details out of date.

Stumbling blocks/time sinks

- **Procrastination**
- **Perfectionism**
- **Social media**
- **Internet**
- **Interruptions**
- **Uncertainty**