**Northwestern University Radiology Mentorship Program**  
**“Time Management for Radiologists” 1/13/21**

<table>
<thead>
<tr>
<th>WHAT are you spending time on?</th>
<th>HOW are you doing it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Worthwhile/align with goals</td>
<td>• Get organized</td>
</tr>
<tr>
<td>• Patient care</td>
<td>• Task manager</td>
</tr>
<tr>
<td>• Team oriented</td>
<td>• Todoist, other apps, paper</td>
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<tr>
<td>• Other personal goals</td>
<td>• Email</td>
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<tr>
<td>• Career Development Plan</td>
<td>• 2 min rule</td>
</tr>
<tr>
<td>• Clinical</td>
<td>• Only check few times/day</td>
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<tr>
<td>• Educational</td>
<td>• Inbox zero</td>
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<tr>
<td>• Research</td>
<td>• Calendar</td>
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<tr>
<td>• Personal non-work oriented</td>
<td>• File storage</td>
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<tr>
<td>• Relax/Recharge</td>
<td>• “H” drive, One note, Evernote</td>
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<tr>
<td></td>
<td>• Endnote, Papers, Mendeley, Zotero</td>
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<tr>
<td></td>
<td>• Delegate</td>
</tr>
<tr>
<td></td>
<td>• Work</td>
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<tr>
<td></td>
<td>• Home</td>
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</tbody>
</table>
Email

- Can I delete it? [DELETE]
- Junk mail [DELETE]
- Quick reply only? [DELETE]
- Something I can do in < 2 mins [DELETE]
- Does it need to go on calendar? [DELETE]
- Is it a task I need to do? [DELETE]
- Are there attachments I need to save? [DELETE]
- Information I need to save? [DELETE]
- Someone else's job? [DELETE]
- UNSUBSCRIBE [DELETE]
- May want sometime [DELETE]
- Set up rule to go automatically to folder e.g. coupons [DELETE]
- Do it [DELETE]
- Add to calendar [DELETE]
- Put on/send to task list e.g. Todoist [DELETE]
- Save info if I need to e.g. Evernote [DELETE]
- Download [DELETE]
- Send to Evernote [DELETE]
- Delegate [DELETE]

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


Principles very good, some tech details out of date.

Stumbling blocks/time sinks

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