

Work-Life Integration

Time is Perishable....Use it Wisely

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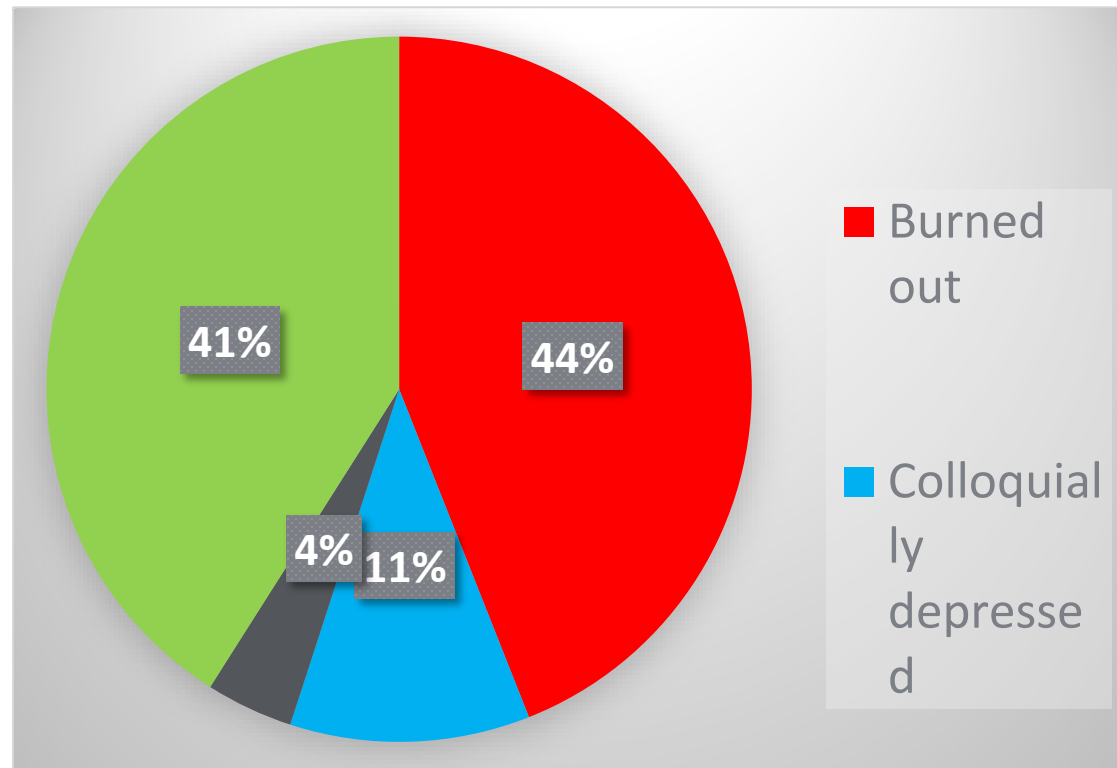
Northwell
HealthSM

Learning Objectives

1. Discuss the importance of identifying and maintaining prioritized goals
2. Understand a range of tools, techniques and concepts for Time Management
3. Use these techniques to build an effective Time Management process that will enhance your productivity and lower your stress

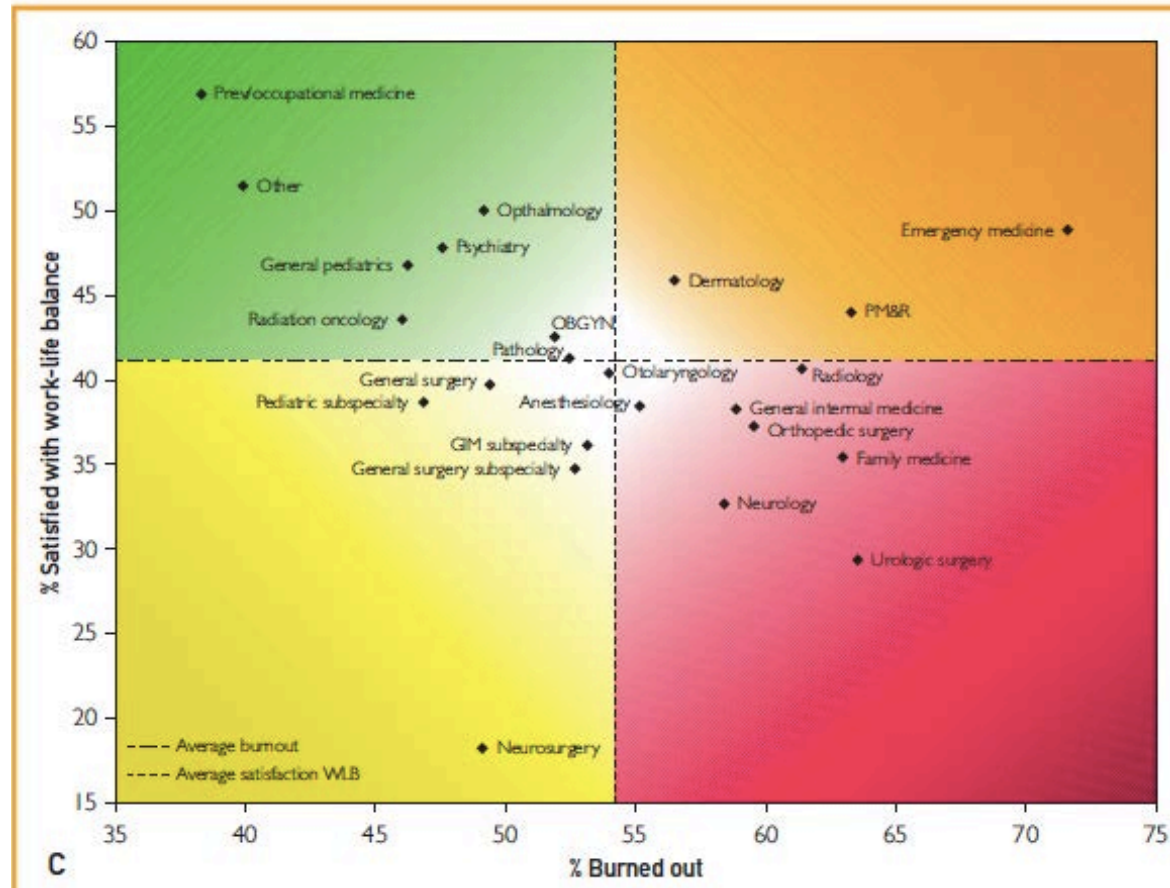
Burnout

n > 15,000



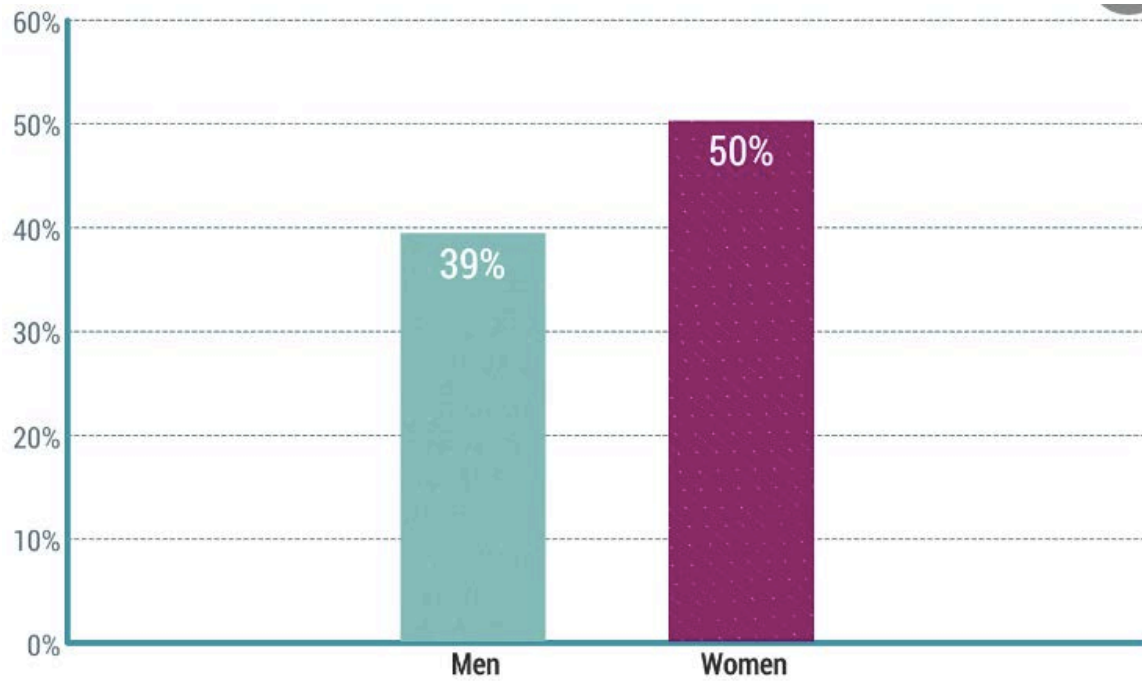
Medscape's 2019 National Physician Burnout, Depression & Suicide Report

Burnout



- A recent report surveying over 14,000 physicians found that from 2013 to 2017, burnout rates had risen in every specialty.

Burnout



- Medscape's 2019 National Physician Burnout, Depression & Suicide Report

Why?

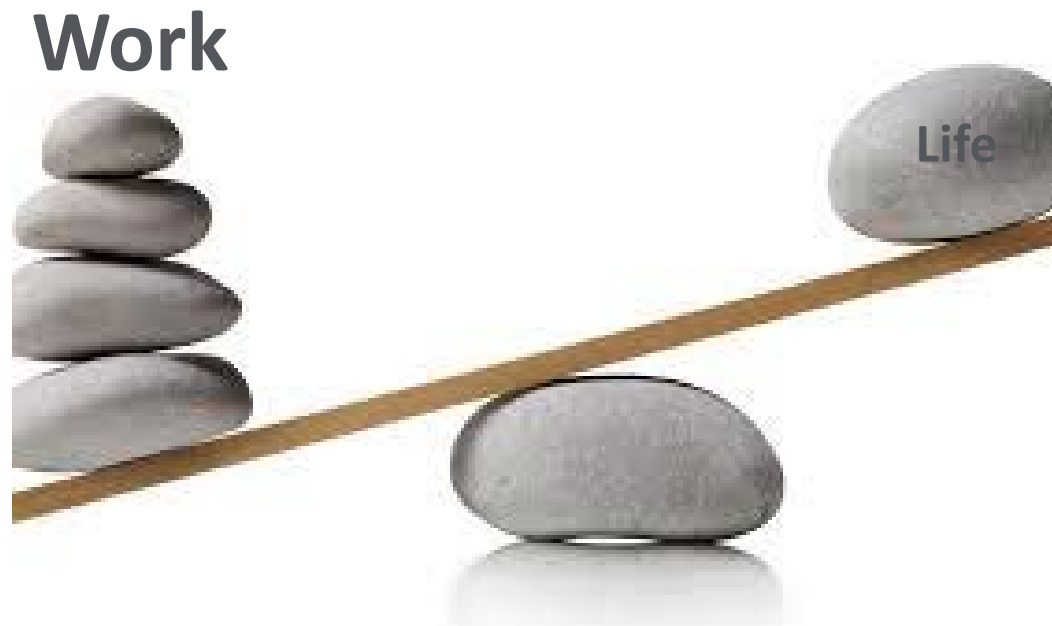
-Review your worksheet A Productivity Reflection



~5 mins



Work-Life Integration vs. Balance



Work



Life



Work-Life Integration vs. Balance



Work-Life Integration vs. Balance



Symbiosis vs. Antagonism



Work hard ➔ watch your career flourish ➔ find work energizing ➔ have more energy for your life!



Categorize them (worksheet B): Sample categories

1. Me time
2. Family time
3. Work
4. Community/volunteer time
5. Basic needs/chores
6. Sleep



~5 mins

Spending time with other family and friends

Kids' extracurricular activities

Other errands

Required modules

Volunteer work

Groceries

Administrative responsibilities

Clinical work

Working out

Teaching

Hobbies

Kids' playdates

Dishes

Cleaning

Research

Mandatory meetings

Quality time with kids

Religious work

Laundry

Kids' homework

Spending time with significant other

Identify priorities

Worksheet C
Values, Goals, Priorities



~5 mins

Defining Goals/Tasks

Goal setting theory

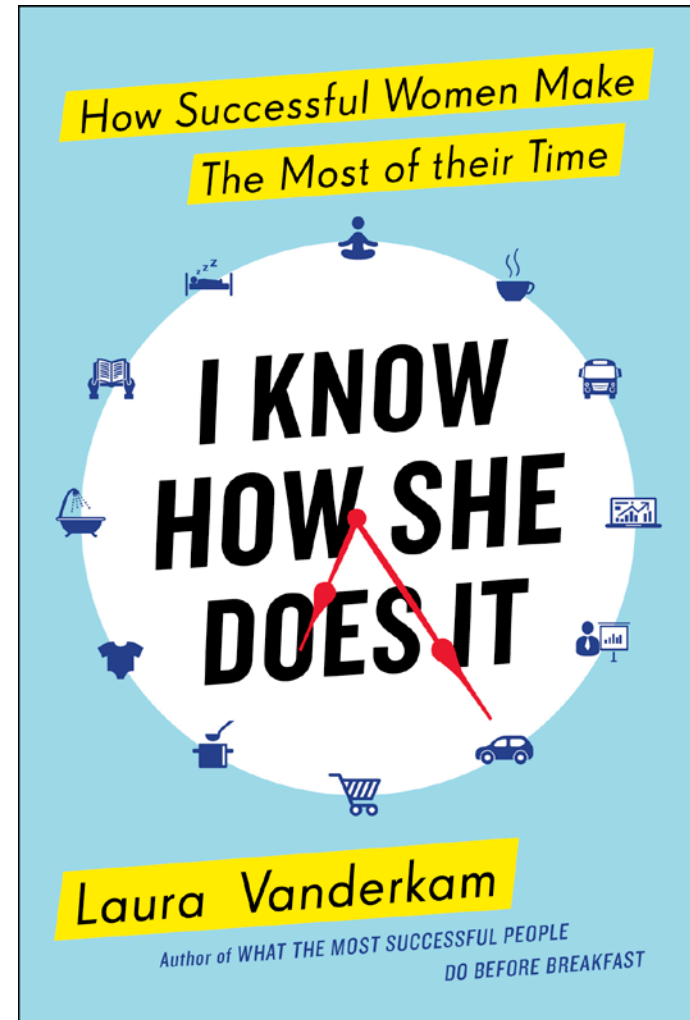
–Locke & Latham



Locke. *A Theory of Goal Setting and Task Performance*. 1990

Life mosaics

168 hours vs 24 hours

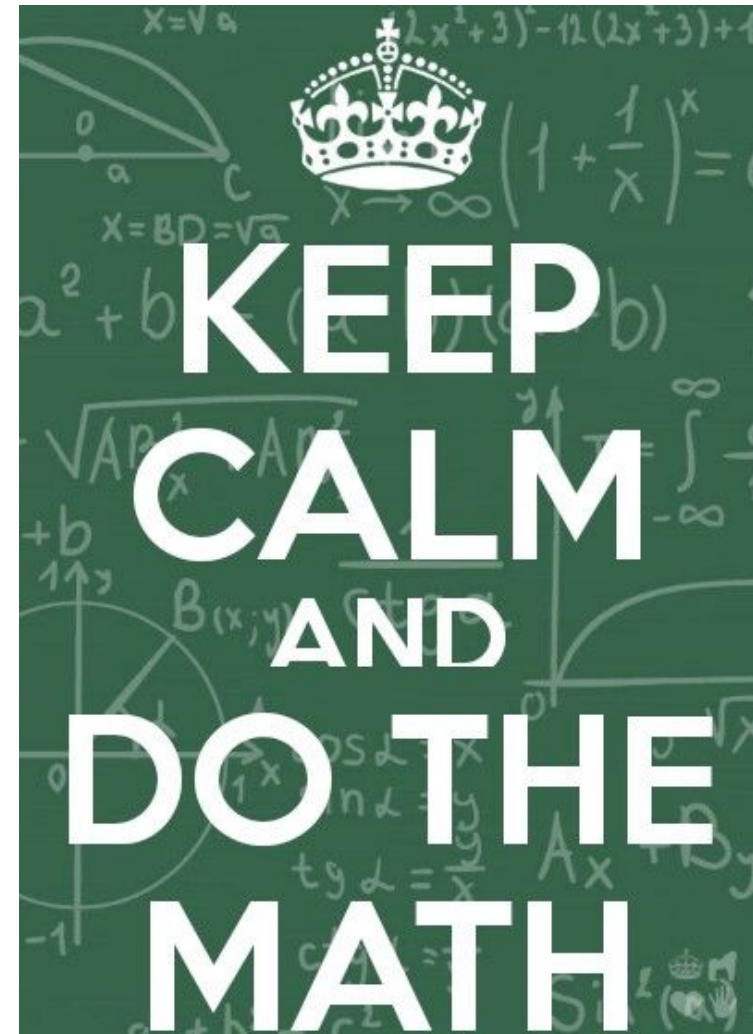


Sample week

- Worksheet D
- Allocating Time

	6:45 Wake up, shower kids	Sleep	Sleep	Sleep	Sleep	Work	Work		
6:30	Shower, get ready for work	Sleep	Get ready for work	Wake up, get kids ready for school	Wake up, get kids ready for school	Work	Work		
7	Breakfast, drop Arjun to school	Wake up, get kids ready for school	Get kids ready for school	Eat breakfast and feed kids breakfast	Eat breakfast and feed kids breakfast	Work	Work		
7:30		Eat breakfast and feed kids breakfast	Drop Arjun to school	Spend time with Arya	Spend time with Arya	Work	Work		
8	Drive to work	Take Arya to bus stop	Drive to work	Take Arya to bus stop	Take Arya to bus stop	Drive home	Drive home		
8:30	Drive to work	Work on Goldfrank's chapter	Conference	Work on Goldfrank's chapter	Try to sleep	Eat, spend time with kids	Eat, spend time with kids		Me time
9	Mgmt Meeting	Work on Goldfrank's chapter	Conference	Work on Goldfrank's chapter	Try to sleep	Try to sleep (kids at karate with Arbi)	Try to sleep		Family time
9:30	Mgmt Meeting	Work on Goldfrank's chapter	Conference	Work on Goldfrank's chapter	Try to sleep	Try to sleep (kids at karate with Arbi)	Try to sleep		Work
10	Admin half-way conversations/Goldfrank's chapter	Work on Goldfrank's chapter	Conference	Work on Goldfrank's chapter	Try to sleep	Try to sleep (kids at karate with Arbi)	Try to sleep		Basic needs/chores
10:30	Admin emails/Goldfrank's chapter	Work on Goldfrank's chapter	Conference	Shower	Try to sleep	Try to sleep (kids at karate with Arbi)	Try to sleep		Sleep
11	Admin emails/Goldfrank's chapter	Work on Goldfrank's chapter	Conference	Eat Lunch/Work on Goldfrank's	Sleep	Try to sleep (kids at karate with Arbi)	Try to sleep		TOTAL
11:30	Admin emails/Goldfrank's chapter	Work on Goldfrank's chapter	Conference	Pick up Arjun	Sleep	Sleep	Try to sleep		
12PM	Admin emails/Goldfrank's chapter	Exercise/watch TV	Conference Lunch	Drive to eye appointment	Sleep	Sleep	Try to sleep		
12:30	Drive home	Exercise/watch TV	Conference Lunch	Eve appointment	Sleep	Sleep	Try to sleep		
1	Pl stuff, lunch, emails	Shower	Curriculum meeting	Eve appointment	Eat lunch	Sleep	Try to sleep		
1:30	Exercise/watch TV	Cook/clean	Curriculum meeting	Eve appointment	Watch TV	Sleep	Try to sleep		
2	Exercise/watch TV	Lunch/work emails	Curriculum meeting	Eve appointment	Sleep	Sleep	Sleep		
2:30	Shower	Work on Goldfrank's chapter	Curriculum meeting	Take Arjun to eye store/DD	Sleep	Sleep	Sleep		
3	Pick up Arjun	Work on Goldfrank's chapter	Curriculum meeting	Cook	Sleep	Sleep	Sleep		
3:30	Feed Arjun	Get ready to pick up kids	Drive home	Cook	Sleep	Sleep	Sleep		
4	Pick up Arya, feed her	Pick up Arya, clean Arjun's room with Arya	Pick up Arya, feed her, pack her lunch	Pick up Arya, feed her	Sleep	Sleep	Sleep		
4:30	Drive to karate	Homework with Arya	Get ready with Arya	Get kids ready for swim	Sleep	Sleep	Sleep		

**Compare total time spent across
the week in each category**



But that's not all, folks!

Rethink what each category may represent



Groceries



Quality time with kids

Kids' homework



Identifying Change Visually

Name: _____

Solve each problem.

- 1) Oliver bought \$7.49 worth of groceries. He bought them with a twenty dollar bill. Which choice shows how much change he should get?



- 2) Luke spent \$7.77 on candy at the mall. He bought the candy with a ten dollar bill. Which choice shows how much change he should get?



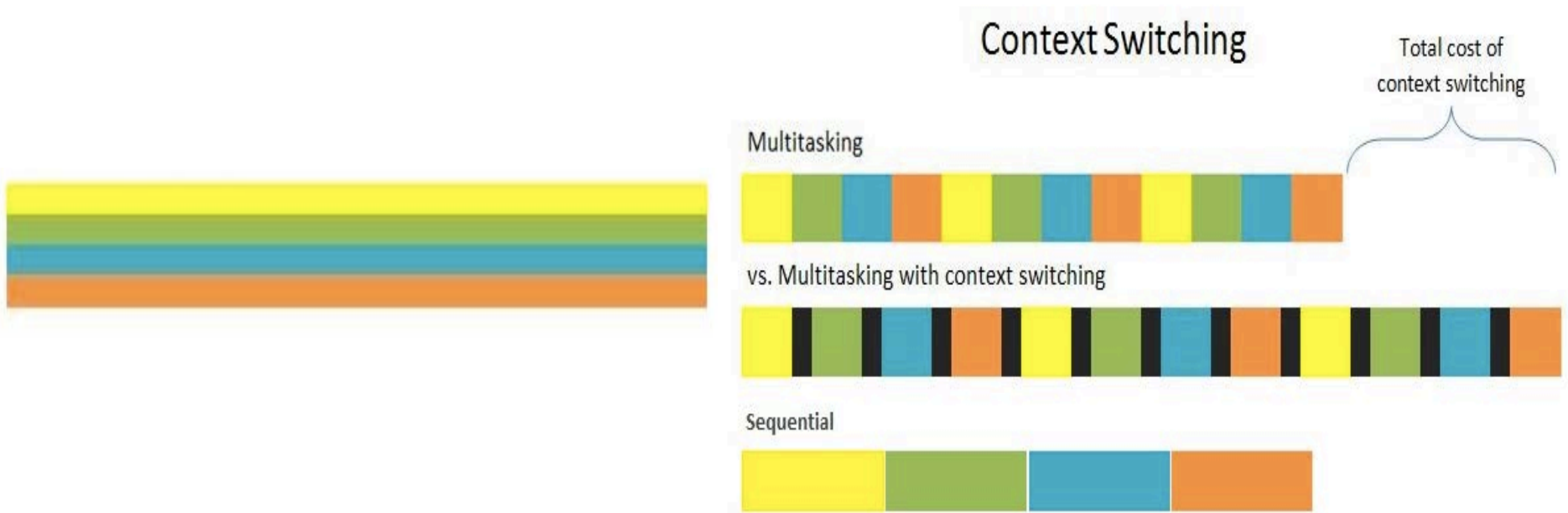
- 3) Emily spent \$11.21 on a movie ticket. If she paid with a twenty dollar bill which choice shows how much change she should get?



Answers

1. _____
2. _____
3. _____

Multi-tasking vs. task switching



- Bryan Braun, Multitasking and Context Switching, 2012



Multi-tasking vs. task switching

THE PRACTICE OF EMERGENCY MEDICINE/REVIEW ARTICLE

Can You Multitask? Evidence and Limitations of Task Switching and Multitasking in Emergency Medicine



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Emergency physicians work in a fast-paced environment that is characterized by frequent interruptions and the expectation that they will perform multiple tasks efficiently and without error while maintaining oversight of the entire emergency department. However, there is a lack of definition and understanding of the behaviors that constitute effective task switching and multitasking, as well as how to improve these skills. This article reviews the literature on task switching and multitasking in a variety of disciplines—including cognitive science, human factors engineering, business, and medicine—to define and describe the successful performance of task switching and multitasking in emergency medicine. Multitasking, defined as the performance of two tasks simultaneously, is not possible except when behaviors become completely automatic; instead, physicians rapidly switch between small tasks. This task switching causes disruption in the primary task and may contribute to error. A framework is described to enhance the understanding and practice of these behaviors. [Ann Emerg Med. 2016;68:189-195.]

Multi-tasking vs. task switching



Time is Perishable

Time is the most precious thing we have:

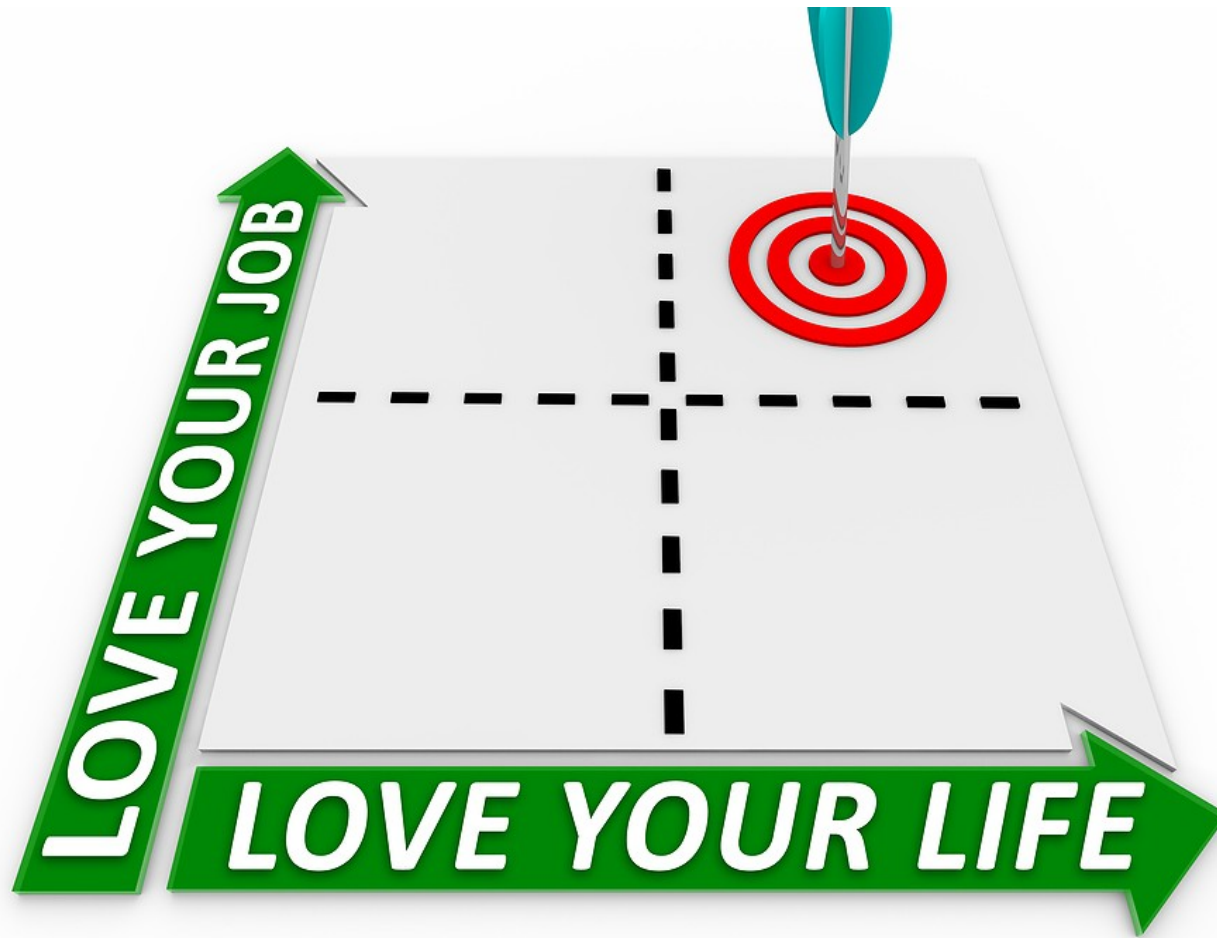
- Time is ultimately the most valuable resource
- Time and how we spend must be managed effectively
- Time is totally perishable
- Time cannot be stored up for use later



Spent Time Matrix

	Urgent	Not Urgent
Important	<p><u>Quadrant I</u></p> <ul style="list-style-type: none">• Crisis• Pressing problems• Deadline driven projects	<p><u>Quadrant II</u></p> <ul style="list-style-type: none">• Relationship building• Finding new opportunities• Long-term planning• Preventive activities• Personal growth• Recreation
Not Important	<p><u>Quadrant III</u></p> <ul style="list-style-type: none">• Interruptions• Emails, calls, meetings• Popular activities• Proximate, pressing matters	<p><u>Quadrant IV</u></p> <ul style="list-style-type: none">• Trivia, busy work• Time wasters• Some calls and emails• Pleasant activities

Time Matrix



Some chores can wait!



Investing in people

Mentor/Mentee
Help – delegate!
Sounding board



Summary

1. Identify your priorities
2. Categorize them
3. Life mosaic – find out how much time you actually spend in each category
4. Remember –you have 168 hours, not 24
5. Can combine categories to multi-tasking but avoid task switching

Summary

1. Time is a highly valuable commodity for physicians – *spend wisely*.
2. Managing time can increase physician career (and life) satisfaction.
3. Start small, build over time.

Questions?

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