

Organizational Skills

Jeanette Wheeler
Sr. GME Fellowship Coordinator
Saint Luke's Mid America Heart Institute
University of Missouri-Kansas City

Disclosures

- I have no conflicts of interest to report

Challenges

- Handling multiple projects
- Feeling overwhelmed and where to get started
- Getting to your goal

No System in Place

- Information routinely missing
- Not meeting deadlines
- Last minute jobs
- Purchasing items you do not need
- Paper explosion



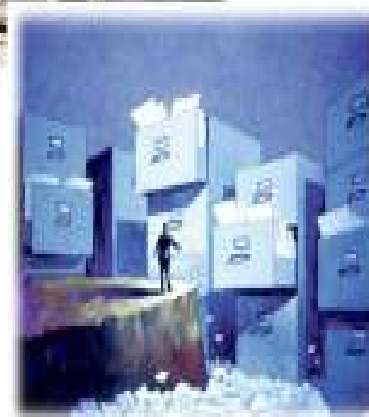
PHOTO: GETTY

System for dealing with Paper Explosion

- Prioritize
 - You determine what is a priority
 - Others believe their projects are top but you know what is truly the priorities
 - Let some things wait
 - Mail, copies, phone call backs, etc

System for dealing with Paper Explosion

- Plan
 - Master to-do-list for today, next week, next month, next year, etc
 - Put in Outlook calendar w/deadlines and reminders



System for Getting Organized

- Sort and set in order
 - Low priority (once or a few times/year)
 - Average priority (once per month)
 - High priority (daily or weekly)

Set in Order

- Get those high priority items on your radar

GET IT DONE

M **T** **W** **T** **F**

WEEKEND **THIS MONTH** **EVENTUALLY**

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Standardize

Simplify your work life
(and home life)

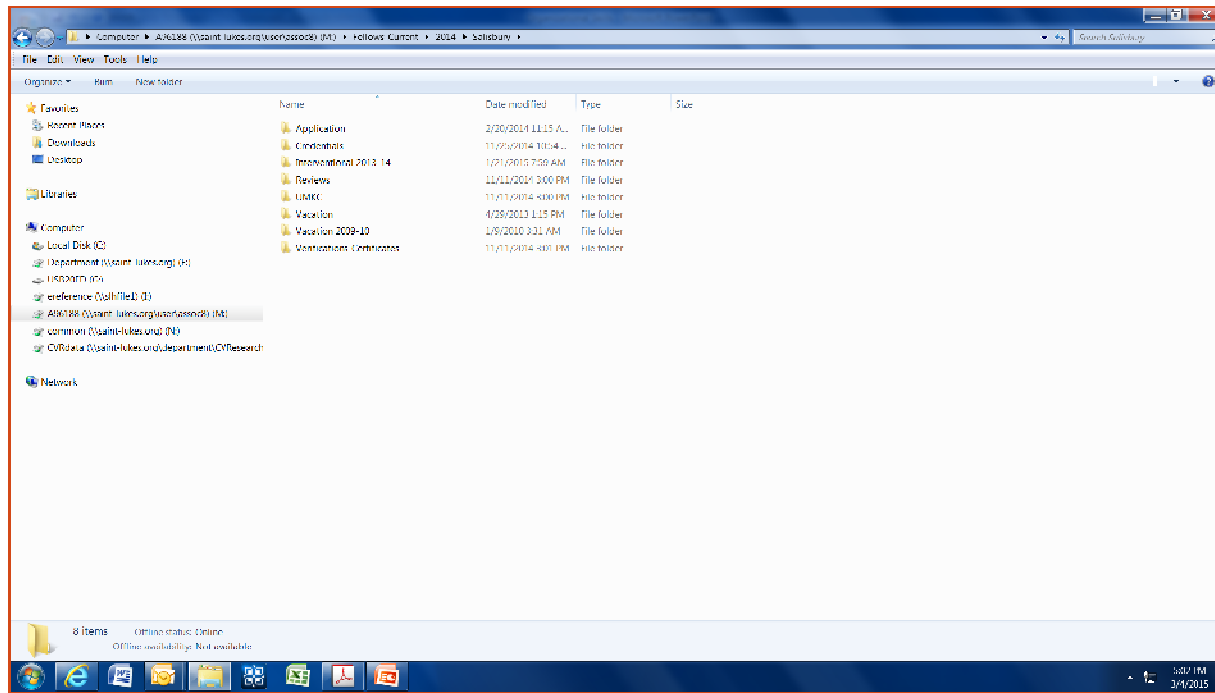


- System to keep work simplified
 - Create a personalized plan (timelines, check sheets)
 - Use a variety of desktop organizers

Standardize

Color code your paper filing system – keep it simple and manageable but well organized





- Electronic system best
 - No better time to start than now
- Keep up with your filing.

Example of Electronic Fellow File

- Application
- Credentials
 - Licensure, DEA, COI's, BLS/ACLS, HIPPA training, TB, etc
 - The file is downloaded on their thumb drive when ready to graduate
- Vacation
- Funds
- Verifications

Computer > A96188 (\\saint-lukes.org\user\assoc8) (M) > Follows Current > 2014 > Solomon > Credentials

File Edit View Tools Help

Organize > Burn > New folder

24 items Offline status: Online Offline availability: Not available

Name	Date modified	Type	Size
09-21-12 Letter of Recommendation for ...	9/25/2012 8:41 AM	Adobe Acrobat D...	197 KB
RNDD Exp 6-30-14	10/10/2011 1:25 PM	Adobe Acrobat D...	17 KB
Cv102012	7/22/2013 10:42 A...	Microsoft Office ...	27 KB
DEA Exp 2-28-2015	6/5/2012 10:15 AM	Adobe Acrobat D...	36 KB
Duties letter	5/31/2011 9:38 AM	Microsoft Office ...	28 KB
Duties letter-2nd year	1/16/2012 8:02 AM	Microsoft Office ...	23 KB
MO Temp License Exp 8-17	6/29/2011 9:37 AM	Adobe Acrobat D...	28 KB
NPI change detail	4/20/2011 7:43 AM	Microsoft Office ...	74 KB
NPI change	4/20/2011 7:42 AM	Microsoft Office ...	70 KB
SLH Employee Health 6 12	6/11/2012 1:38 PM	Adobe Acrobat D...	62 KB
SLH handheld device form	5/10/2013 1:36 PM	Adobe Acrobat D...	306 KB
Solomon - CV June 2014	6/6/2014 1:22 PM	Adobe Acrobat D...	118 KB
Solomon - CVD Certificate 2011-14	6/3/2014 9:48 AM	Adobe Acrobat D...	263 KB
Solomon - Privacy	8/8/2012 10:45 AM	Microsoft Office ...	29 KB
Solomon - Security (2)	8/5/2012 10:47 AM	Microsoft Office ...	29 KB
Solomon - Security	8/5/2012 10:45 AM	Microsoft Office ...	30 KB
Solomon - TB verification 2012	9/20/2012 11:06 A...	Adobe Acrobat D...	24 KB
Solomon COI 2013-14	9/20/2013 1:39 PM	Adobe Acrobat D...	21 KB
Solomon MO license Exp 1 31 2014	1/10/2013 1:51 PM	Adobe Acrobat D...	74 KB
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Solomon TB-TMC 2014	4/3/2014 2:11 PM	Adobe Acrobat D...	1,408 KB
UMKC Contract - Addendum 2014-14	8/8/2013 8:20 AM	Adobe Acrobat D...	588 KB

Taskbar: 5:20 PM 3/5/2015

Search: 3/5/2015 5:20 PM

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Shine

- Clean your work area at the end of each day



- Be proactive rather than reactive



Everything has its Home

- Eliminates lost items
- Saves time locating later
- Eliminates clutter

Saying “no”

- Do what you can manage but no more
- Be open that you may not have time to take on more right now
- Ask for help

Multi-Task

- Open incoming mail at the recycle bin
- Choose tasks which are routine, familiar, or fluent to multitask
- Work at a pace you can sustain. Take breaks when needed



Peak Energy

- Are you a morning or afternoon person?
- Use your peak energy time to tackle the big jobs

**BETTER
MULTITASKING
SKILLS THROUGH
MASSIVE
CAFFEINE
CONSUMPTION**



Break down Big Tasks

- Orientation
- Interviews
- Annual Program Reviews
- CCC meetings

Prioritizing your Time

- Reevaluate your time
- Repeatedly not always best