



# **Organized for Success**

## Definition of Organized

- to systematize: *to organize the files of an office.*
- to put (oneself) in a state of mental competence to perform a task: *We can't have any slip-ups, so you'd better get organized.*
- to combine in an organized company, party, or the like.



## Definition of Success

- the favorable or prosperous termination of attempts or endeavors.
- a successful performance or achievement: *The play was an instant success.*
- a person or thing that is successful: *She was a great success on the talk show.*



# Personal things I do for myself in my office

- Tickler file – monthly or even weekly tasks of what's coming up
  - Anticipate for PD
  - Anticipate change – institutional or ACGME
- Daily schedule/daily habits
  - Must prioritize - Decide what's most important
  - Efficient/effective – Lists, Stacks
  - Decision making imperative – be decisive; decisions made in real time, like answering email as they come in or taking care of the paperwork on your desk as it arrives.



- Ask for help if needed
  - Enable others
- Effective delegation
  - Give them an example of the way you've done it in the past
  - Give a start date and deadline, and set up a meeting halfway in between to check their progress
- Accept that others can do it as well as you can, or in some cases better
  - Make sure they have the proper training
  - Make sure that they don't have any questions and they understand exactly what you want
  - If possible, delegate the whole task, not just the part you don't want to do



- Give them the necessary authority to access any info and help that they need
- Share the spotlight, and offer constructive feedback
- Give them sufficient time to complete the task or project
- Try to make sure they are successful; so you build up their confidence and your own
- Remember, you are still ultimately responsible.
- Flexibility - be willing to start your day over if someone really needs your help.



# Tips

- Find a mentor
  - Institutional or Organizational
  - New or Seasoned – both great resources
- What are some interruption-control strategies?
  - Stand when someone enters your office. This makes them less conformable to stay and visit for a while.



# Tips

- Cope with clutter
  - Lay out your work space to fit your work habits
  - Match your work style to achieve greater productivity
  - Adapt your reading backlog
  - Set up a filing system to organize and find documents fast
  - Use your computer to speed up routine tasks
  - Get the most out of your trusty organizer and briefcase





# Comments

- Are you overwhelmed by piles of papers?
- How do you feel walking into your home or office?
- How do I get on top of email overload?
- Why are others desk & email in-boxes almost always clear?
- Every time I start tackling my to-do list, a client calls and it gets put off.
- It feels like I've got 900 interruptions every day and I've got to get my job done!
- I go faster and faster every day, but never seem to get my priorities accomplished.



# Possible Solutions

- Consider interruptions or “do you have a minute”s as the “pepper of your day” instead of things that get in your way of the carefully planned day.
- Use those interruptions for opportunities to “supercharge” the encounter; get some info that you might need while they are stopping by.
- Use these times to network or get your own questions answered or needs met.
- Transform interruptions & distractions from an annoyance into a career-building asset.



# Focus Focus Focus

- No multitasking
- Keep a laser focus, even if it's for only a minute or a few seconds at a time
- Keep your eyes on the prize



# First key to productivity is how you end each day

- The end of each day is the springboard for getting off to the fast start the next day
- 2<sup>nd</sup> is how you start each day – using the veggie
- 3<sup>rd</sup> is how much you get done by noon



# Veggie Principle

- A “**veggie**” is a task, activity, or project that’s good for you and your career or personal life, but that you have a hard time “eating,” or doing first. Without the benefit of training such as this, people will typically start working on a veggie late in the day or evening when they are less effective.
- The true secret to getting what matters most accomplished each day is to apply the “veggie principle,” that is, tackle first in the day those action items that directly impact your highest goals and priorities.
- Your “veggies” will take less time in the morning because you have more energy in the morning. It’s your peak energy cycle, you’ll have more focus, and you’ll have more confidence/feel great by getting them out of the way first thing. This will also dramatically cut down on procrastination.



# Make a master list to create a plan that works

- Use a double wide margin so you have extra room for phone numbers, email addresses, and important info so you can find them more quickly
- Use a check mark and a circle around the check mark to denote a task you've done but you're waiting for an answer or completion
- If a task has a specific deadline, write it on your master list right away then transfer it to your calendar when you get a moment
- Without a master list you have a 90% chance of doing every request the moment you receive one, because your mind says "I better do it now or I'll forget to do it later"



# Make a master list to create a plan that works

- Use your master list to defer request then batch similar tasks to save time
- When you agree to do something at a later time or date write it down immediately because your word is your bond
- Make sure you put your personal life on your master list so you don't forget to have one. It will improve the quality & quantity of your personal life.



# Organize and plan a more effective day & week

- Block off the last 15 to 20 minutes daily to get as much as you can out of your head and onto paper, while it's still fresh on your mind, so you can put closure on the day;
- Organizing is best done at the end of the each day when you're tired. By moving this activity from the beginning of each day to the end of the previous day, you will be able to get a veggie done each day in the first hour.
- Focus on your family at night because you need time to recharge so you can get off to a fast start the next morning.
- When you come to work the next day, add new requests to the end of your list and cross off existing tasks or activities as you complete them.





# Organize and plan a more effective day & week

- Take your master list with you wherever you go. The mind is always thinking and reacting.
- Start every day with a veggie; try to get two veggies done before noon.
- Don't start each day relationship building. Don't socialize each day until you get a veggie done first.
- Use your energy cycles to your advantage. Do difficult, high pay off tasks when you have the most energy and do easy tasks when you are tired.
- Get to work early and leave on time. Stop working late or at home.



# Use your email system to manage your email

- Turn off your notification and check for messages periodically. If you have to check email first thing, use the preview function and only look for veggies.
- If you have to check email first thing in the morning, only look for veggies and come back to the other ones after you finish one of your veggies
- Color code incoming messages from your most important senders
- Each time you check your email, delete, take action or put messages into folder and set up a reminder
- Ask to be taken off mailing lists unless you really need to be in the loop.



# Organize your writing/speech to get faster results

- Be direct and to the point
  - What is the purpose of your email
  - Have one key point or issue per message
  - Consider your reader before you write
  - Understand your overwhelmed reader
  - Short, to the point, easy to read & understand, with retention



# Meetings

- See if you can send someone else
- Would FYI email be better than a meeting
- Only invite people who need to be there, and tell them why
- Ask participants to submit items for the agenda
- Write the objective of your meeting on a flip chart and put it by the door, so when your participants arrive, it's the first thing they see
- Plan as many of your meetings in the afternoon as you can; don't schedule meetings first thing in the day



# Meetings

- Distribute your agenda at least a day early so participants can prepare; state clear objective on your agenda & limit them
- Start your meeting 10 minutes after the hour and make it last 50 min, that way late comers will be on time
- Cover only the topics on the agenda; be sure to have flip chart to park ideas or topics that aren't on the agenda so you don't lose control of the meeting
- Have a start and end time, stick to it no matter what
- Assign someone to take notes, write them up and distribute them
- Eliminate same day or back to back meetings



# Fundamentals of Organization

- Plow through papers and deskwork quickly
- Conquer the email clutter
- Follow through tenaciously
- Enhance effectiveness through technology
- Manage time & tasks
- Embrace the timesavers and avoid the timewasters
- Focus on the right things
- Multiply your productivity through effective delegation



- Start day over from scratch if someone really needs your help
- Eat that frog – slimy, juicy, disgusting & cold



➤ Organized for Success : Top Executives and CEOs Reveal the Organizing Principles That Helped Them Reach the Top

Stephanie Winston

➤ Organizing for Success, Second Edition

Kenneth Zeigler

