

Time Management for the Academic Physician

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Priorities

- Develop short and long-term objectives
- Leverage activities so they count for more than one thing
- Refocus periodically
- Learn to say NO
- BUT don't hesitate to try something new if it can fit in with your overall goals



Personal Schedule

Block in overall schedule for the year

- Clinical & Teaching responsibilities
- Meetings/Conferences
- Deadlines (grants, abstracts)
- Vacations!

Optimize weekly schedule

- Does the schedule match your job description?



Daily Schedule

- Minimize fragmentation of the day
 - Batch telephone calls and emails if possible
- Build in time for interruptions
- Keep your office door closed
- Communicate clearly with your reports
 - Establish priorities for appointments, calls, etc.
 - Indicate when you can be interrupted
- Develop an effective filing system
 - Digital files best (cloud-based)



Conferences

Clinical

- ALWAYS attend grand rounds
- Others: pick and choose

Research

- ALWAYS attend lab meetings--PARTICIPATE
- Seminars: pick and choose (include some in unrelated areas)

Citizenship

- ALWAYS attend regular divisional, departmental and SoM meetings--PARTICIPATE (if not worth it, say so)

Committee meetings--PARTICIPATE

- Attend regularly. If not worth it, get off it.



Reading a Journal Article

- Title
- Abstract conclusions
- Discussion
- Data
- Introduction (if field not that familiar)
- Methods (if you know the field well)



Writing

Develop a careful strategy of what to write

- Plan for grant and abstract deadlines
- But don't neglect writing the papers—make your own deadlines
- Abstracts only count if the material is then published (# abstracts ~ # peer-reviewed papers)
- Accept few review/chapter assignments until you have formulated a viewpoint

