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?

Time Management for the Academic Physician

Robert L. Chevalier, M.D.
Professor Emeritus, Department of Pediatrics

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