

## Manage Time

### Compliments of CORE Faculty Development

#### I. Practice Habit 3: Put First Things First

Principle: Effectiveness requires the integrity to act on your priorities.

Paradigm: I put important things first.

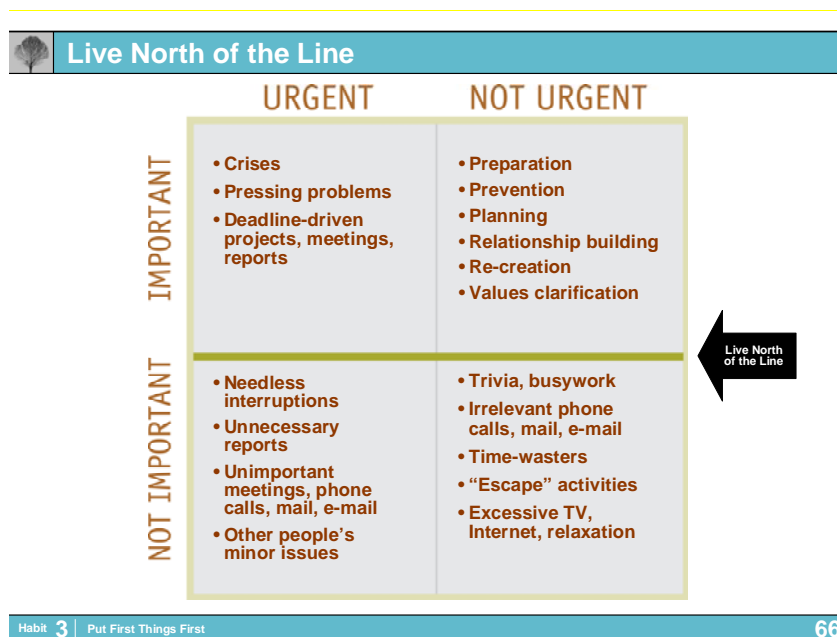
Behavior:

- Focus on top priorities.
- Eliminate the unimportant.
- Plan weekly.
  - Tips: When? Before the week begins. Where? Somewhere quiet. How long? 20-30 minutes)
  - Steps to Weekly Planning: 1) Review mission and roles, 2) Choose big rocks, 3) Schedule the week)
- Plan daily. Tips: When? Before the day begins. Where? Somewhere quiet. How long? 5-10 minutes)
  - Steps to Daily Planning: 1) Check today's appointments, 2) Make a realistic list, 3) Prioritize ABC, 123

Result:

- Increased organization and productivity
- Fewer crises
- A reputation for follow-through
- More life balance and peace of mind.

#### II. Use the Time Matrix



III. Review Practical Tips from Other Physicians

- Limit interruptions (e-mail, telephone, unexpected visitors, etc.).
- Be organized (but be reasonable).
- Don't procrastinate.
- Be flexible.
- Delegate.
- Don't attempt too much.
- It is OK to say NO.

References

*The 7 Habits of Highly Effective People Signature Program* (2005).  
FranklinCovey.