

THE LAST “TIME MANAGEMENT” TALK

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VICE CHAIR OF EDUCATION

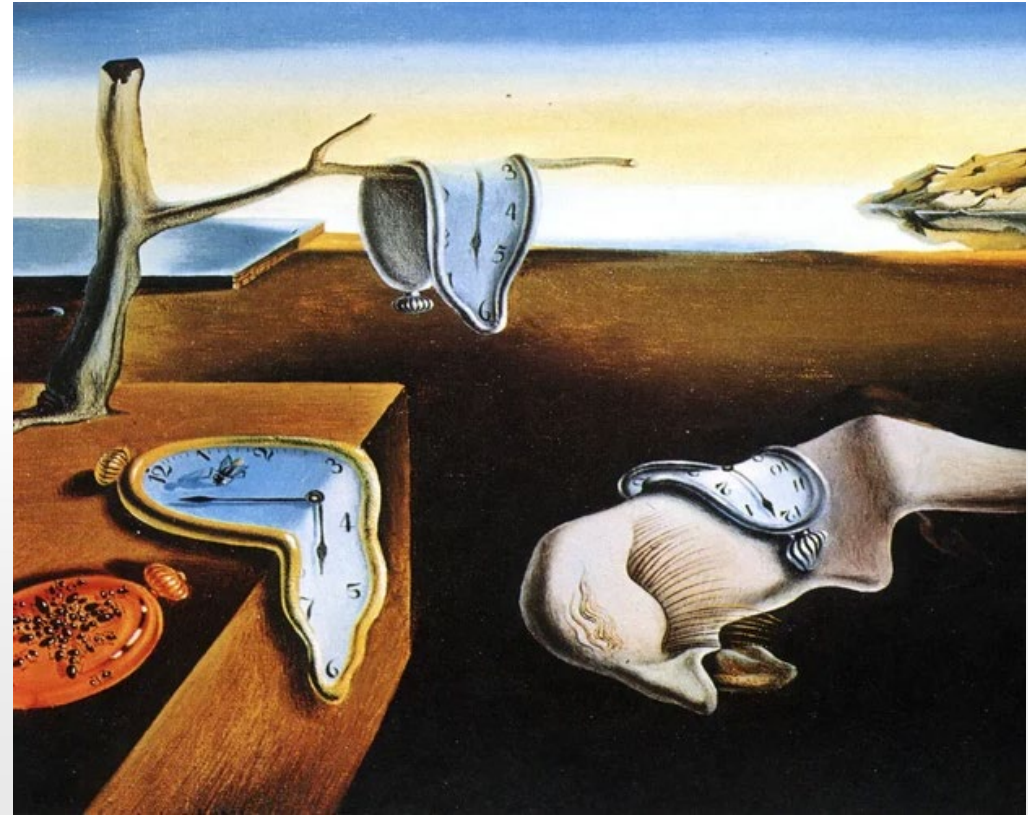
BERBEEWALSH DEPARTMENT OF EMERGENCY MEDICINE





TIME MANAGEMENT

- Top 5 Lessons
- A Practical Framework
- Demonstration
- Questions & Discussion





#1 YOU DON'T NEED MORE TIME



HORIZONTAL VS VERTICAL TIME

- Most of us are busy trying to get from where we are to where we want to be. This occupies most of our thoughts, actions, and plans. Our awareness is available for little else. We live in horizontal time.
- There is another path. Instead of having to get someplace, there is the art of living in the present. This is vertical time. Stepping out of horizontal time, we step into the completeness of the moment.



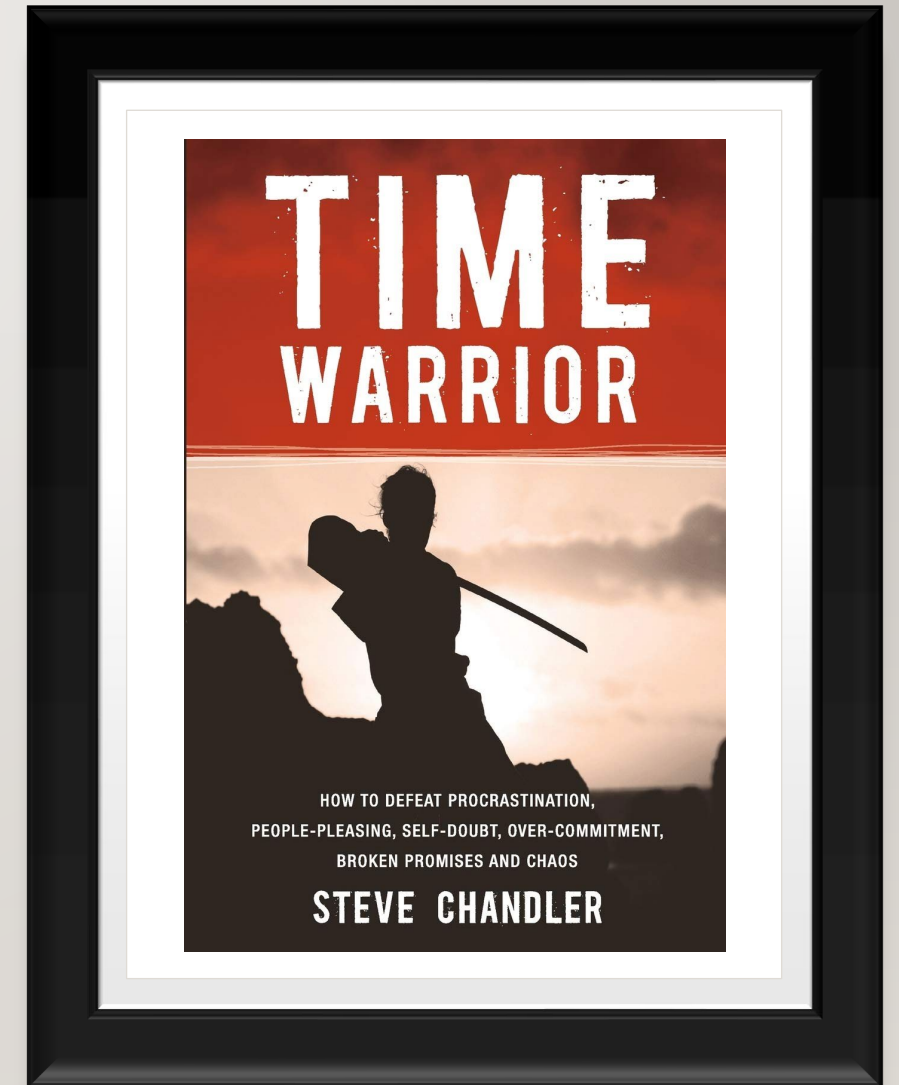
#2 BUSY IS A FEELING, NOT A FACT

- “There’s not enough time!”
 - Busy
 - Fret, worry, ruminate, frenzied action
- “Always enough time for what’s most important”
 - Calm
 - Prioritize, live in vertical time, WIN

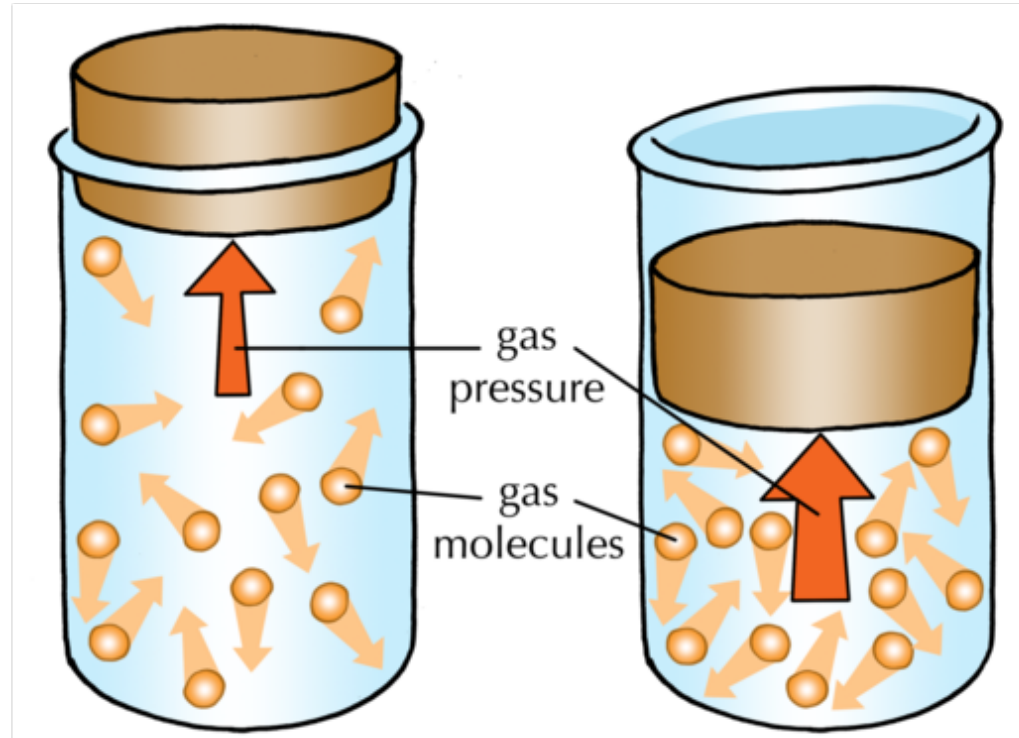




#3 TIME MANAGEMENT IS A VIOLENT ACT



#4 TASKS EXPAND TO FILL THEIR ALLOTTED TIME



#5 “HAVE
TO” VERSUS
“CHOOSE TO”





CRACKING THE TIME MANAGEMENT
NUT



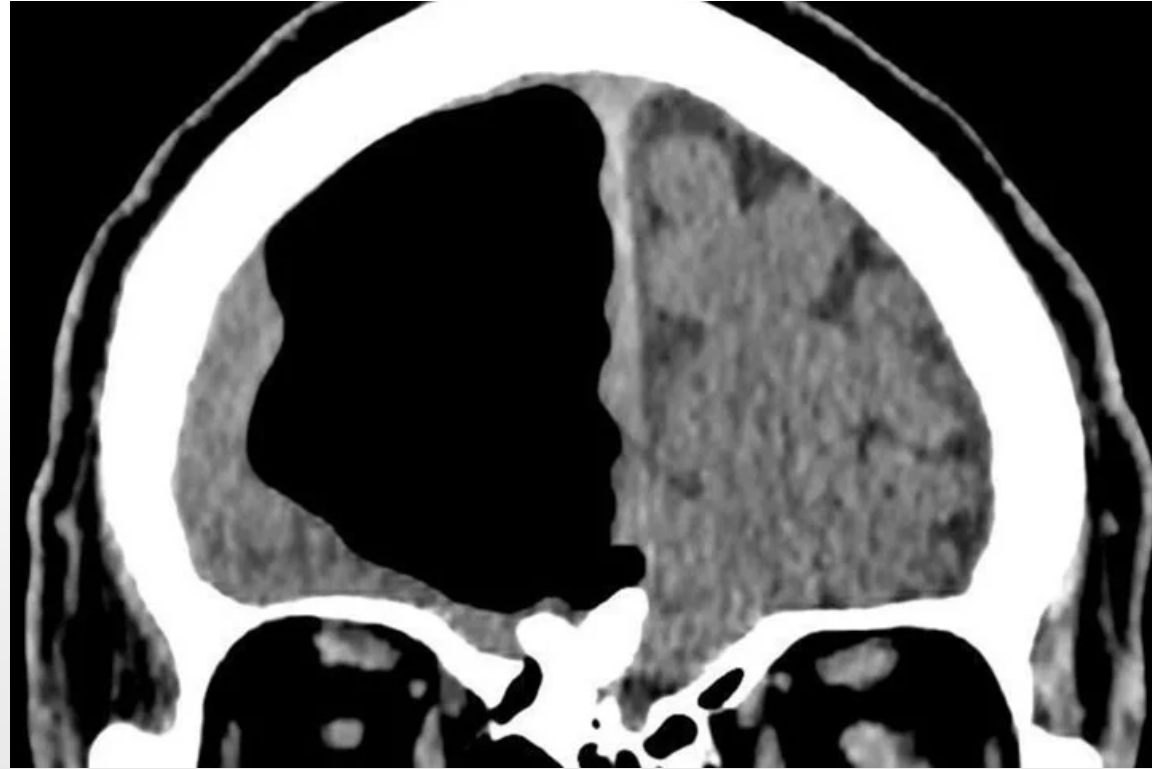
EUREKA!

TRANSFER YOUR TODO LIST TO YOUR CALENDAR



MONDAY TIMEOUT: BIKE? VS GPS





CALENDAR SCAFFOLD- 1ST THINGS 1ST

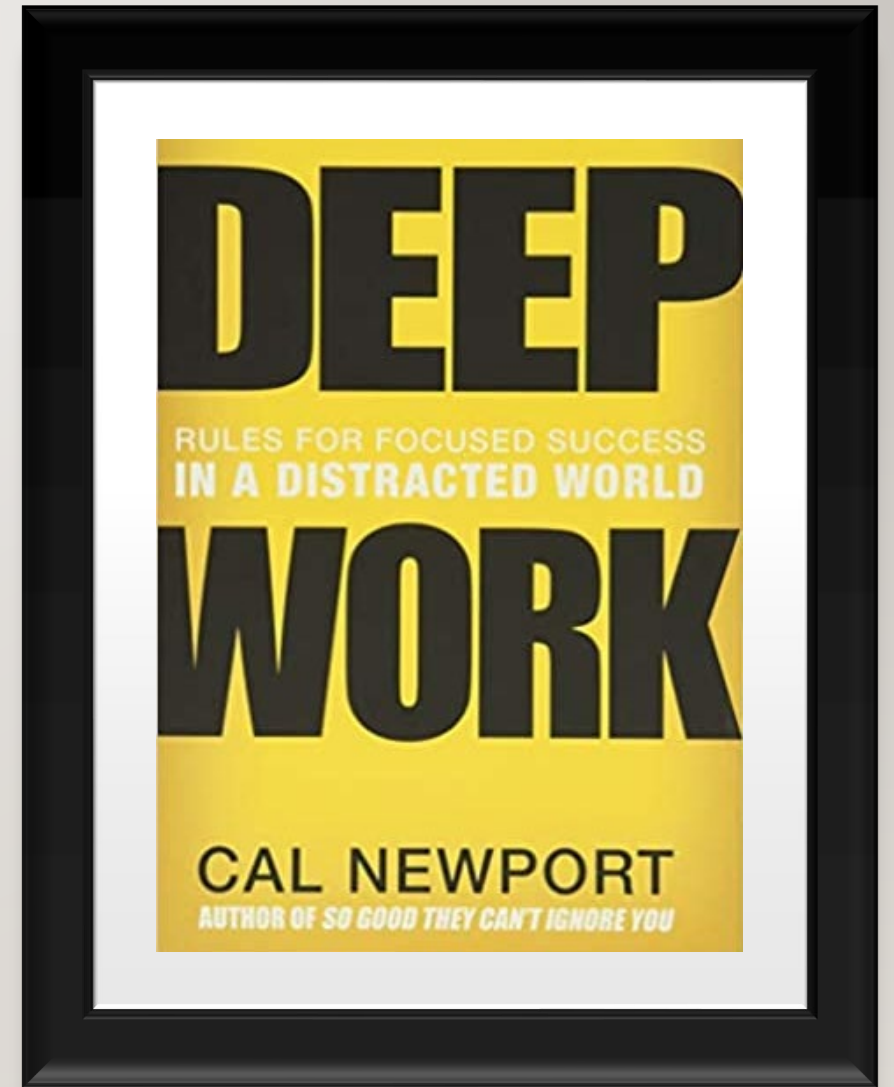
FREE TIME FIRST!



SLEEP & SELF CARE



TIME TO FOCUS





WORK DOWN THE LIST



FREQUENTLY ASKED QUESTIONS

- Teeny tiny tasks*
- “Urgent” tasks
- Time’s up!?
- Recurrent tasks
- What if I just Can’t?

NOW
WHAT?





COLLATERAL BENEFITS

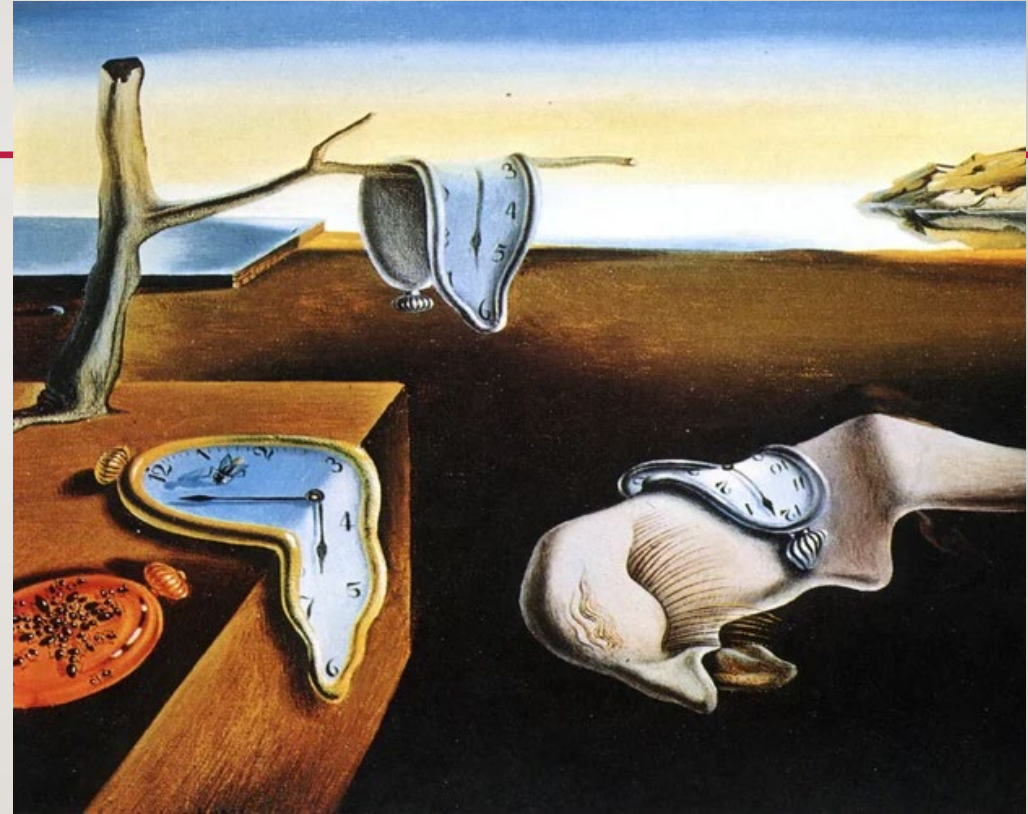
TAKE HOME MESSAGE



TRANSFER YOUR TODO LIST TO YOUR CALENDAR
(and then throw it away)

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QUESTIONS?

