



Digital Harmony

Real World Digital Organization Tips and Tricks

September 6, 2024

Panelists



Angie Smith, MD, MS
Associate Dean for Faculty Affairs and
Leadership Development
Office of Faculty Affairs and
Leadership Development
Professor, Urology



Jennifer Wu, MD, MPH
Vice Dean, Academic Affairs
UNC School of Medicine
Professor, Urogynecology



**Christina Shenvi, MD, PhD,
MBA, FACEP**
President, Academy of Educators
Associate Professor, Emergency Medicine
Adjunct Associate Professor,
Division of Geriatrics

Disclaimer

- No one way is perfect
- Find a way that is “good enough”
- Pick one thing from today’s session that you’d like to try
- Digital organization still requires human effort

Strategies

- What is my role and why did I transition to digital organization?
- How do I manage (both work/personal life):
 - Emails
 - Notes
 - Tasks
 - Files
 - Calendars
- What is my daily/weekly routine?

My path to digital organization



How I Manage Email

Create event and deadline folders to associate tasks with timelines

I archive (or delete) everything else

✓ Favorites

CV Updates
CV, Biosketch, Bio, Support Files
Pick Me Up

➤ Deleted Items

2024.03.07 Complete script Match Day
2024.03.08 AUA Time Management C...
2024.03.15 SES AUA Award Nominati...
2024.03.16 TimeTrex
2024.03.17 Carolina Talent Performan...
2024.04.01 Gold Journal Coaching Ar...
2024.04.01 Johnson Dossier Due
2024.06.30 Annual hospital modules

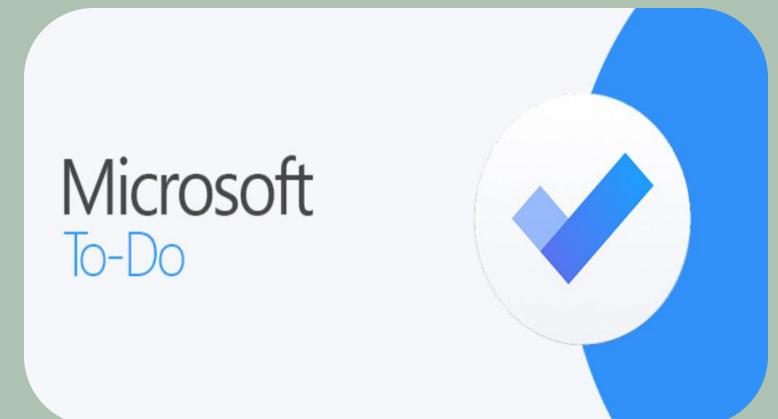
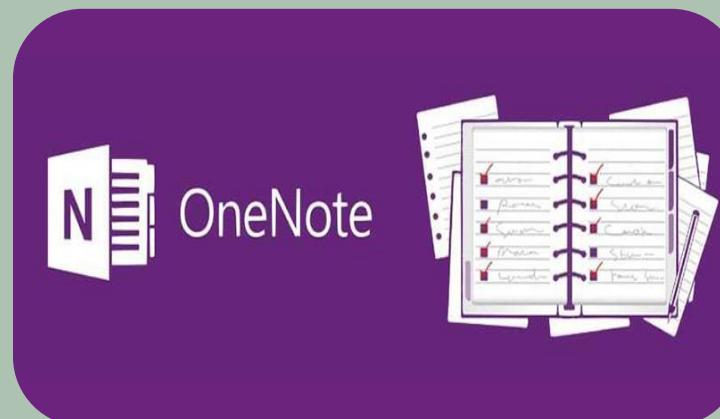
✓ @ Events

2024.03.07-08 Mayo VP

2024.03.15 Match Day
2024.03.15 Time Management- TRIO
2024.04.12 TRIO- Mentorship
2024.04.27 BCAN Walk
➤ 2024.05.03 AUA
2024.05.10 Writing Workshop
2024.05.16 Evening of Scholarship

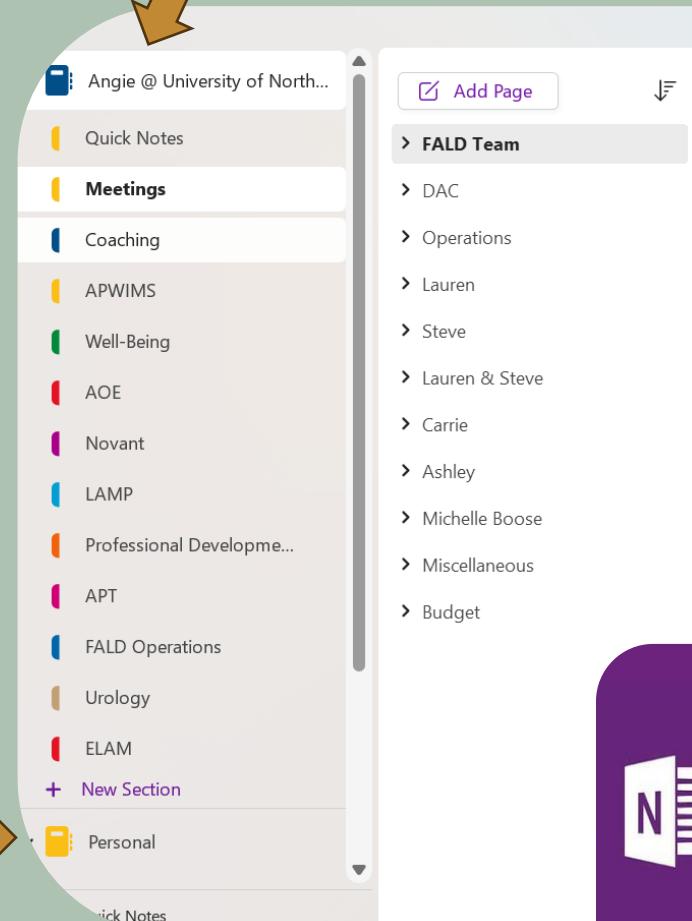
How I Manage Tasks

- Most of my tasks come from emails and meetings
- I use Microsoft To Do and tie them to Outlook & OneNote
- Microsoft can work on a Mac but works best on PC
- All are provided at no cost to UNC faculty and staff!



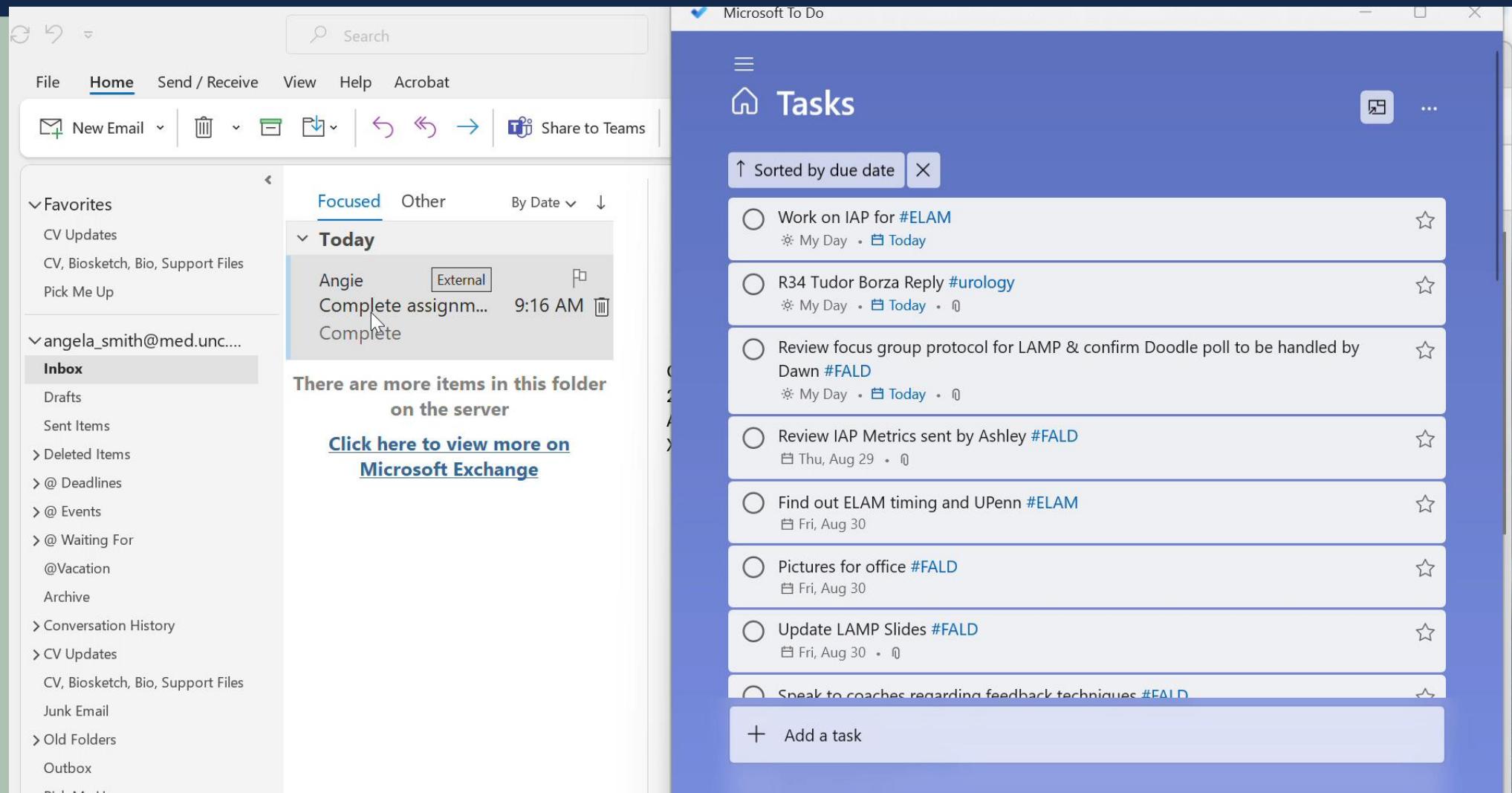
How I Manage Notes

- All of my notes are managed in OneNote
- Searchable with customized organization
- I have separate work and personal OneNote “notebooks”



A screenshot of the Microsoft OneNote application. On the left, a sidebar lists various notebooks: Angie @ University of North..., Quick Notes, Meetings, Coaching, APWIMS, Well-Being, AOE, Novant, LAMP, Professional Development, APT, FALD Operations, Urology, ELAM, New Section, Personal, and Quick Notes. A large orange arrow points from the text "I have separate work and personal OneNote ‘notebooks’" to this sidebar. In the main content area, the "FALD Team" notebook is open, showing a list of pages: Add Page, FALD Team, DAC, Operations, Lauren, Steve, Lauren & Steve, Carrie, Ashley, Michelle Boose, Miscellaneous, and Budget. The top right corner of the screen shows the date and time: Tuesday, January 9, 2024, 1:27 PM. At the bottom right, there is a purple button with the OneNote logo and a small icon of an open notebook.

Microsoft Outlook & To Do



The image shows two Microsoft productivity applications side-by-side: Outlook and To Do.

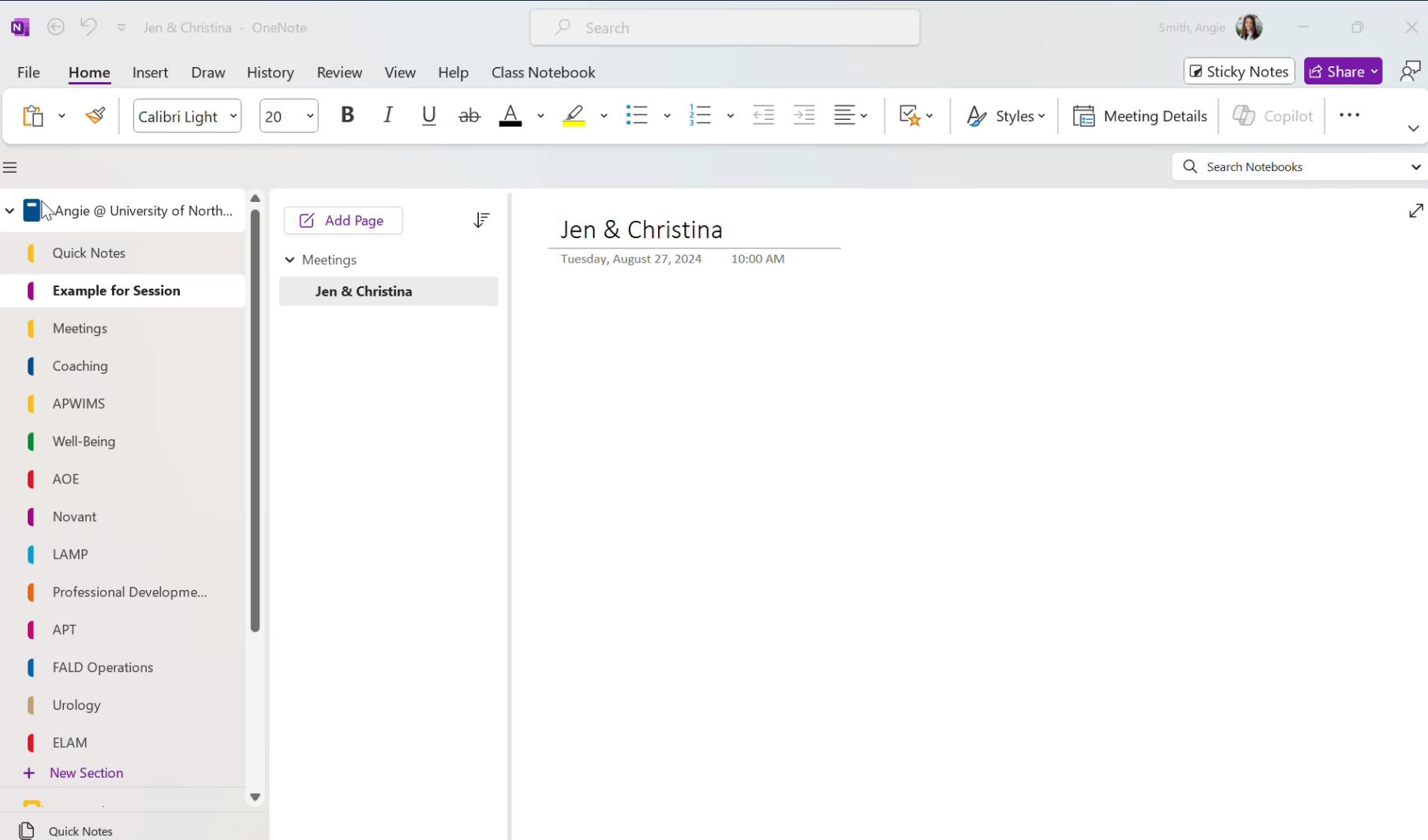
Microsoft Outlook (Left):

- Header:** File, Home, Send / Receive, View, Help, Acrobat.
- Search Bar:** Search.
- Toolbar:** New Email, Delete, Save, Undo, Redo, Share to Teams.
- Left Sidebar:** Favorites (CV Updates, CV, Biosketch, Bio, Support Files, Pick Me Up), angela_smith@med.unc.edu, and a list of folders: Inbox, Drafts, Sent Items, Deleted Items, Deadlines, Events, Waiting For, Vacation, Archive, Conversation History, CV Updates, CV, Biosketch, Bio, Support Files, Junk Email, Old Folders, Outbox, Disk Monitor.
- Main Area:** Focused view showing a task from "Angie" (External) titled "Complete assignm...". The task was completed at 9:16 AM. A button to "Complete" is visible. Below this, a message says "There are more items in this folder on the server" and "Click here to view more on Microsoft Exchange".

Microsoft To Do (Right):

- Header:** Microsoft To Do.
- Section:** Tasks.
- Sort Order:** Sorted by due date.
- List:** A list of tasks with due dates and tags. The tasks are:
 - Work on IAP for #ELAM (My Day, Today)
 - R34 Tudor Borza Reply #urology (My Day, Today)
 - Review focus group protocol for LAMP & confirm Doodle poll to be handled by Dawn #FALD (My Day, Today)
 - Review IAP Metrics sent by Ashley #FALD (Thu, Aug 29)
 - Find out ELAM timing and UPenn #ELAM (Fri, Aug 30)
 - Pictures for office #FALD (Fri, Aug 30)
 - Update LAMP Slides #FALD (Fri, Aug 30)
 - Speak to coaches regarding feedback techniques #FALD (Fri, Aug 30)
- Buttons:** Add a task.

Microsoft OneNote & To Do



The screenshot shows the Microsoft OneNote application interface. The ribbon at the top includes File, Home, Insert, Draw, History, Review, View, Help, and Class Notebook. The Home tab is selected. The ribbon also features Calibri Light font, 20pt size, bold (B), italic (I), underline (U), strikethrough (ab), superscript (A), subscript (a), and various alignment and list tools. The ribbon ends with Sticky Notes, Share, and a Copilot button.

The left sidebar displays a navigation tree with the following structure:

- Angie @ University of North...
- Quick Notes
- Example for Session** (highlighted)
- Meetings
- Meetings (under Meetings)
- Meetings
- Coaching
- APWIMS
- Well-Being
- AOE
- Novant
- LAMP
- Professional Developme...
- APT
- FALD Operations
- Urology
- ELAM
- + New Section
- Quick Notes

The main content area shows a meeting page titled "Jen & Christina" with the date "Tuesday, August 27, 2024" and time "10:00 AM". The ribbon also includes a "Search Notebooks" bar.

How I Manage Files

- I still use the folder method
- I use less and less
- OneDrive for research and other files
- OneNote is typically how I store most files
- Microsoft Teams for larger groups



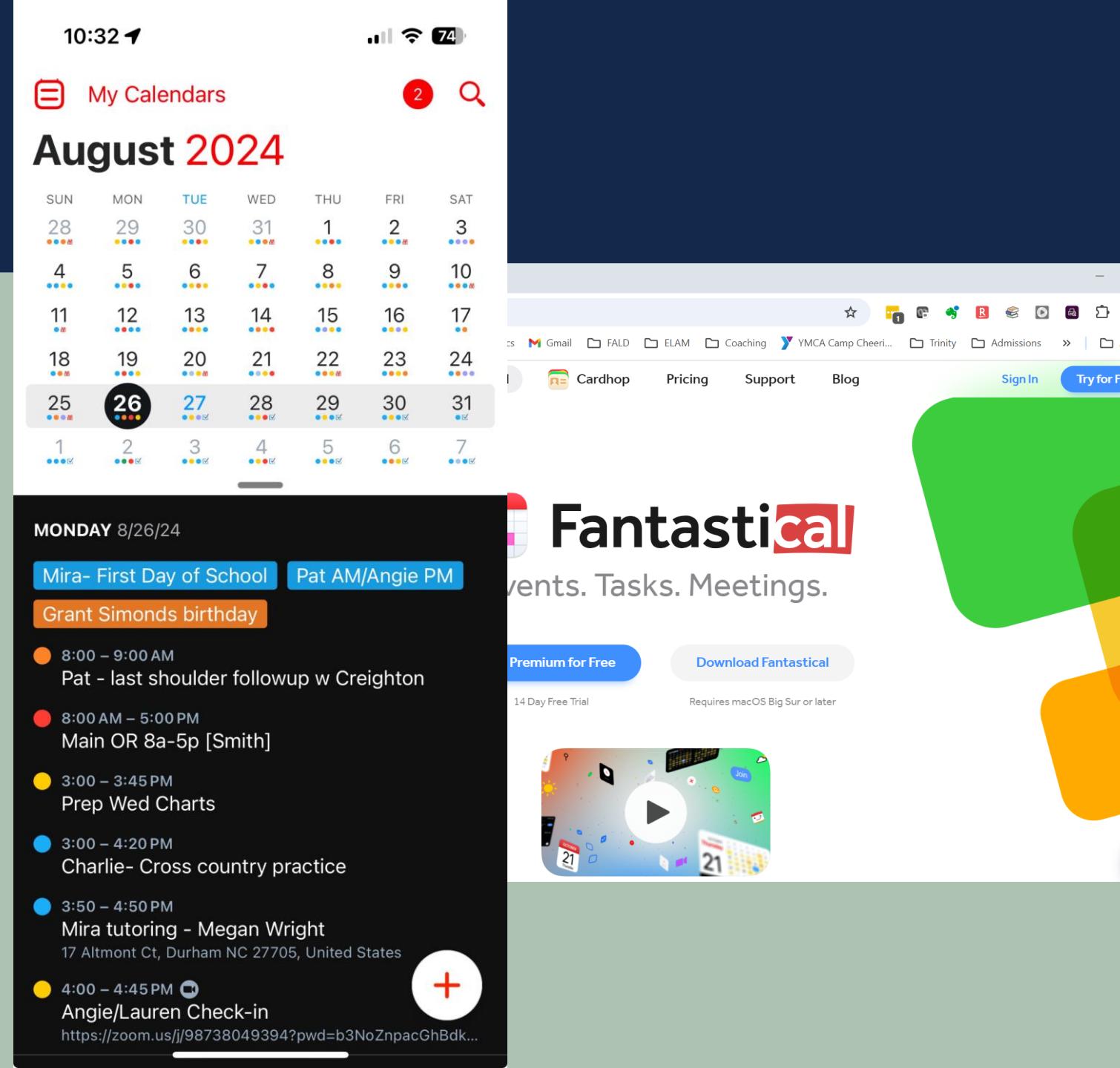
OneDrive



Microsoft Teams

Calendars

- I use a calendar that can...
 - Sync across multiple calendars
 - Toggle between various calendars (work/home life)
 - Import group calendars (soccer)
 - Be easily accessed on my phone



Daily/Weekly Routine

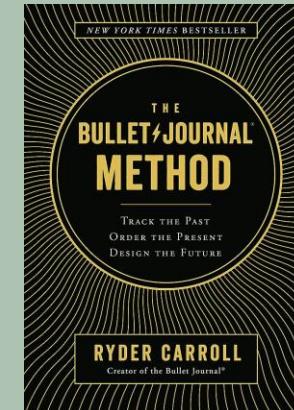
Daily

At the end of each workday, I write down ~3 things I plan to accomplish the following day, and I do the hardest thing FIRST!

Weekly

At the end of each work week, I scan my list and decide on priority tasks for the next

DAILY PLANNER		M T W T F S S				
DATE:	TO DO	TIME	TO DO	TIME	TO DO	TIME
		5 AM		2 PM		
		:15		:15		
		:30		:30		
		:45		:45		
		6 AM		8 AM		
		:15		:15		
		:30		:30		
		:45		:45		
		7 AM		9 AM		
		:15		:15		
		:30		:30		
		:45		:45		
		8 AM		10 AM		
		:15		:15		
		:30		:30		
		:45		:45		
		11 AM		1 PM		
		:15		:15		
		:30		:30		
		:45		:45		
		12 PM		2 PM		
		:15		:15		
		:30		:30		
		:45		:45		
		1 PM		3 PM		
		:15		:15		
		:30		:30		
		:45		:45		
NOTES		TO DO TOMORROW				



A large, stylized graphic element consisting of several overlapping blue chevrons pointing to the right, located on the left side of the slide.

Thank you!



Office of Faculty Affairs
& Leadership Development

Digital Organization

FALD Professional Development



Jennifer Wu, MD, MPH
Professor, Obstetrics and Gynecology
Vice Dean for Academic Affairs, UNC SOM
Deputy Chief Academic Officer, UNC Health

Background

- I'm a paper person. I love checklists.
- I've used different systems over time.
- Explore what works for you given your roles and responsibilities
- With more administrative responsibilities, I've had to develop a more digital system





UNC

SCHOOL OF
MEDICINE

My Story

Work timeline

2003 - 2007: Fellow, Urogyn, UNC

2007 - 2013: Assistant Prof, Duke

2013 - 2018: Associate Prof, UNC

2018 - 2019: Division Chief, Urogyn

2019 - 2020: Interim Chair, OBGYN

2021 - Vice Dean for Academic Affairs

2024 - Deputy Chief Academic Officer

Work timeline

2003 - 2007: Fellow, Urogyn, UNC	0: direct reports
2007 - 2013: Assistant Prof, Duke	1: research coordinator
2013 - 2018: Associate Prof, UNC	3: research coordinators
2018 - 2019: Division Chief, Urogyn	11: 5 faculty, 3 fellows, 2 res coordinators, 1 admin
2019 - 2020: Interim Chair, OBGYN	100-150: 8 divisions, faculty, trainees, staff
2021 - Vice Dean for Academic Affairs	5 teams: Education (MD, HS, BBSP), FALD, Novant
2024 - Deputy Chief Academic Officer	6 teams: above + Ingram

Personal

- Family
 - Husband
 - Twin 9th grade girls
 - My parents, 2 siblings / their families
- Friends
- Travel
- President, AUGS

Italy, summer 2023



Residency friends

Extended family, Montreal

50th bday, Napa



UNC

SCHOOL OF
MEDICINE

My Current Organizational System

My Current Organizational System

- Task management
- Meeting management
- Emails
- Calendaring

My Current Organizational System

- Task management
- Meeting management
- Emails
- Calendaring

Task management - Trello



Trello
Trello, Inc.

- Free
- Website and app access so computer & phone
- Organizationally you can create categories similar to what you currently do on paper
 - Patients / Clinical
 - Work – different teams, divisions
 - Research
 - Family / Personal
- Easy to reorder tasks and move task lists (saves time vs rewriting my task lists)

Task management - Trello

The screenshot shows the Trello interface with a sidebar on the left and a main board view on the right.

Left Sidebar:

- Trello Workspace (Free)
- Boards
- Members
- Workspace settings
- Workspace views
 - Table
 - Calendar
- Your boards
 - Tasks (selected)
 - Personal

Top Bar:

- Trello
- Workspaces
- Recent
- Starred
- Templates
- Create

Right Main View:

The main view displays several boards:

- Travel:** Contains cards for 2024 and 2025 travel plans, including meetings like "2024: Fall - look for STW 2025 dates" and "2024: AUGS Mon 10/21 - Sat 10/25, Washington, DC".
- Important Dates:** Contains cards for 2024 and 2025, including "8/31/24 (9/17/24) NC rural residency reporting due" and "9/1/24 look for Drivers ed appt on 11/6".
- Today:** Contains cards for "Appeal report", "Tues clinic notes", and "Digital organization talk".
- This week:** Contains cards for "Think about phones", "Salary equity paper", "Await TDE info Margaret", and "AUGS 2024 - event after? UNC event?".
- Projects:** Contains cards for various projects like "Rex GME - need FTE: meeting with Jeff / Will / Janet / Kirsten /", "Rural residency funding", and "Novant update at UNCH Board meeting - July (virtual) vs Sept (in person) for".

Annotations:

- A red box highlights the "Tasks" tab in the top navigation bar.
- A red box highlights the "Tasks" board in the sidebar.
- A red box with the text "Different Boards" is positioned to the left of the sidebar, with an orange arrow pointing towards the sidebar.

Task management - Trello

The screenshot illustrates the Trello interface for task management. On the left, the sidebar shows the workspace settings, workspace views (Table and Calendar), and your boards (Tasks and Personal). The 'Tasks' board is selected, indicated by an orange box and an orange arrow pointing to it from a red box labeled 'Different Boards'.

The main area displays several boards:

- Travel**: Includes cards for 2024, 2024: Fall - look for STW 2025 dates, 2024: Th 9/19 - Fri 9/20 MAHEC 50th celebration - Asheville, 2024: AUGS Mon 10/21 - Sat 10/25, Washington, DC, 2024: Th 11/7 - Fri 11/8 Novant retreat, 2024: AAMC LSL, Fri 11/8 - Tues 11/12, Atlanta, GA, 2025, 2025: Fri 2/14 - Sat 2/15 AUGS Bd, Tampa, FL, 2025: Fri 5/2 - Sat 5/3 AUGS Board meeting Dallas, 2025 May PEA 30th reunion 5/2-5/4 weekend overlap w/ AUGS, 2025: IUGA June 18-21, Barcelona, 2025: mid July Wu family cruise, 2025: AUGS Oct 12-19, Vancouver, Canada, and 2025: AAMC LSL, Nov 1 - Nov 5, San Antonio, TX.
- Important Dates**: Includes cards for 2024, 8/31/24 (9/17/24) NC rural residency reporting due, 8/31/24 Urogyn NEST revisions due pending extension, 9/1: Matt salary equity paper, then Jen turnaround on 6/21, 9/1/24 look for Drivers ed appt on 11/6, 9/10/24 UNC Fac meeting, 9/3/24 - slides due for digital organization, Fall 2024: touch base w/ Stacey Warner - Hooding location/date, 9/4/24 Present SOM pantry @ chair's meeting, 9/5/24 Thurs AUGS Exec, 9/6/24 Fri Digital Organization, and 9/9/24 Board prep for Advocacy firms.
- Today**: Includes cards for Appeal report, Tues clinic notes, Digital organization talk, and + Add a card.
- This week**: Includes cards for Think about phones, Salary equity paper, Await TDE info Margaret, AUGS 2024 - event after? UNC event?, Scott Garrison - head anesthesiologist (division, capio) case request no block, and + Add a card.
- Projects**: Includes cards for Rex GME - need FTE: meeting with Jeff / Will / Janet / Kirsten /, Rural residency funding, Novant update at UNCH Board meeting - July (virtual) vs Sept (in person) for, CCL - leadership course: leadership at the Peak; sign up ? 2025, Owe Geller Tues/Wed DOW, and Jan 2025 - State funding proposal by and at least two members.

Blue arrows point from the text 'Different lists' to the 'Important Dates' and 'Today' boards. Blue text at the bottom right of the interface reads 'Easy to create new lists' and 'Drag lists to different location on board'.

Task management - Trello

The screenshot illustrates the Trello interface for task management. On the left, the sidebar shows 'Trello Workspace Free' with sections for Boards, Members, Workspace settings, Workspace views (Table and Calendar), and Your boards (Tasks and Personal). The 'Tasks' board is selected. The main area displays several lists: 'Travel', 'Important Dates', 'Today', 'This week', and 'Projects'. Each list contains cards representing tasks. A central callout box labeled 'Different lists' points to the lists. Another callout box labeled 'Click to add a new card' points to the '+ Add a card' button in the 'Today' list. A third callout box labeled 'Cards in a list' points to the cards in the 'Today' list. A fourth callout box labeled 'Drag card to reprioritize tasks' points to the cards in the 'Today' list. An orange arrow on the left points to the 'Different Boards' section in the sidebar.

Different Boards

Different lists

Click to add a new card

Cards in a list

Drag card to reprioritize tasks

Task management

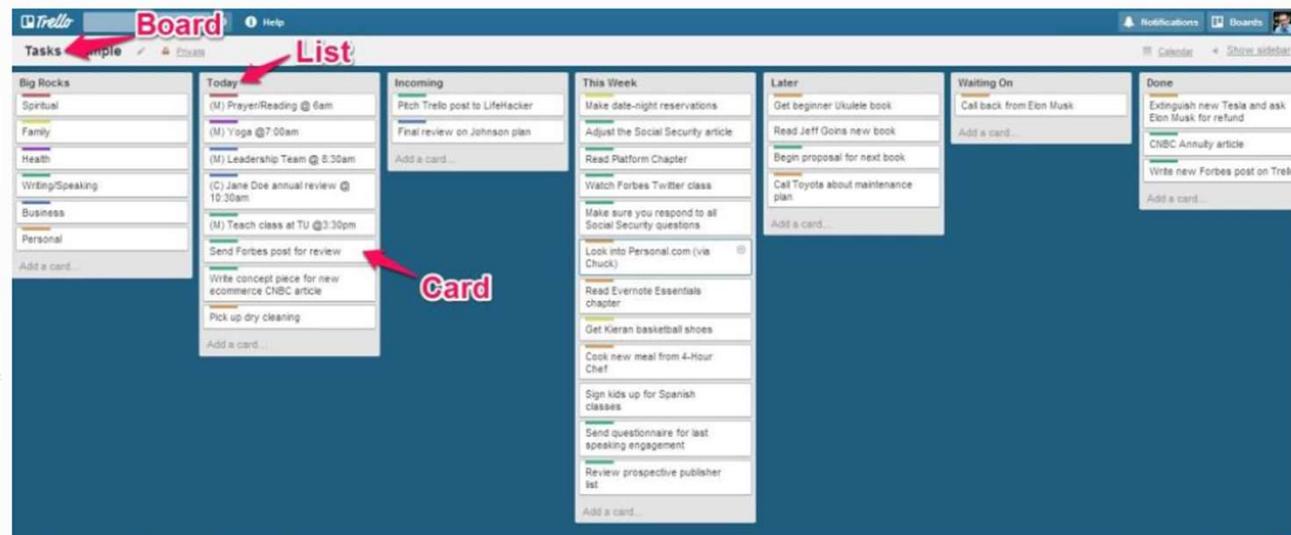
7 Steps To Creating The Best Personal Task Management System With Trello



Tim Maurer Contributor ⓘ
Retirement
Personal finance is more personal than it is finance.

- 2) **Create your lists.** My lists are a conglomeration of what I've learned from Covey's *7 Habits* and Allen's *GTD*. My first list on the left is

called "Big Rocks"—the priorities in life that I want to consume the majority of my time. Next is "Today," the list of items that I hope to accomplish today, followed by "Incoming," new tasks that have yet to be prioritized. As you might guess, "This Week" houses the tasks I hope to accomplish this week; "Later," those tasks I'd like to get to eventually but are not yet urgent; "Waiting On," that which I've accomplished but requires action on another's part; and "Done," a list of the tasks I've accomplished that day.



Task management - Trello

- Look at Trello 1st AM to remind myself for tasks of the day
- Trello is up on my computer
- Type in new tasks and list them in Today or This week
- Look at Important Dates / deadlines

The screenshot shows a Trello workspace titled 'Trello Workspace Free'. The left sidebar includes 'Boards', 'Members', 'Workspace settings', 'Workspace views' (Table and Calendar), and 'Your boards' (Tasks and Personal). The 'Tasks' board is selected, showing several lists: 'Travel' (2024, 2025), 'Important Dates' (2024, 2025), 'Today' (Appeal report, Tues clinic notes, Digital organization talk), and 'This week' (Think about phones, Salary equity paper, Await TDE info Margaret, AUGS 2024, Scott Garrison - head anesthesiologist). The 'Projects' board on the right lists various items: 'Rex GME - need FTE; meeting with Jeff / Will / Janet / Kirsten /', 'Rural residency funding', 'Novant update at UNCH Board meeting - July (virtual) vs Sept (in person) for', 'CCL - leadership course; leadership at the Peak; sign up ? 2025', 'Owe Geller Tues/Wed DOW', 'Jan 2025 - State funding proposal by end of March for workforce', and 'AI training, LMS module'. Each card in the lists has a 'Create' button at the bottom.

My Current Organizational System

- Task management
- Meeting management
- Emails
- Calendaring

Meeting management – One Note

- Creating agendas
- Adding discussion items for next meeting
- Notes from virtual meetings
- In-person meetings (Rocketbook)

▼ Major initiatives

SOM SP

GAS / ASIC funding

Food pantry

Faculty workload - due 4/30

➤ Searches

➤ Ingram

➤ Liz Steadman

2024 meetings

Liz's new responsibilities

UME-GME transition

➤ Cristy Page

Alyssa

➤ Karlina Matthews

➤ OMSE - Kim

➤ FALD

➤ Cam Enarson

➤ Education

➤ Novant

Jeanine - Leslie

Jennifer Blair

Jill Jameison - CIO •

Audrea Caesar

Andy Willis

Table for tracking agenda items, meetings notes and action items for regular meetings

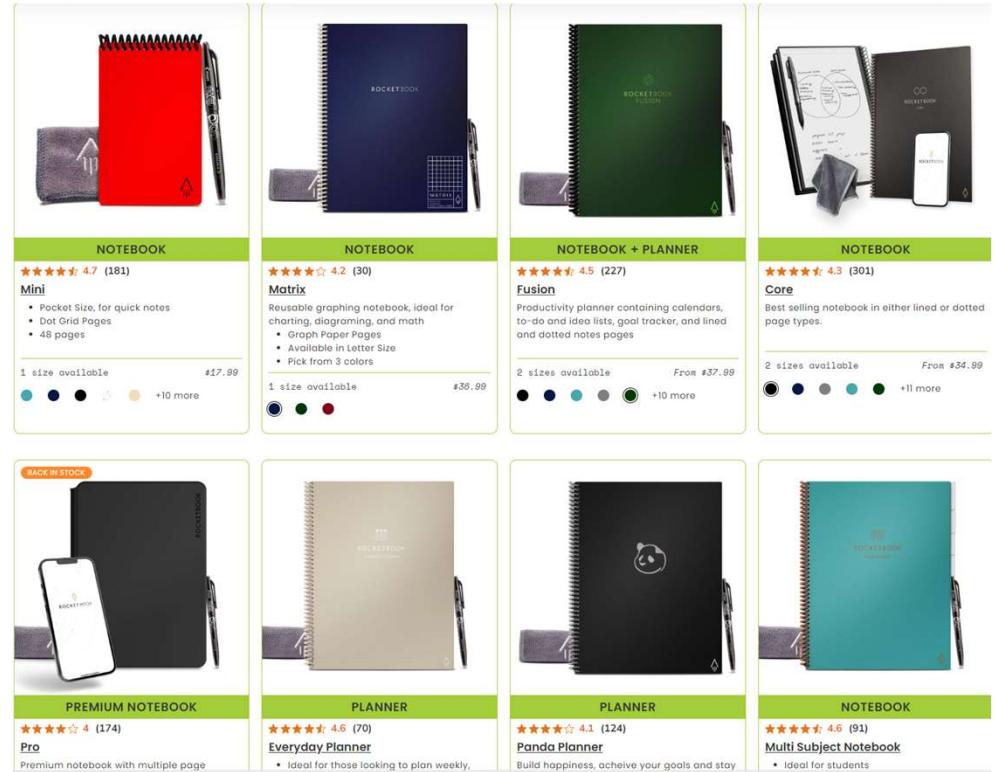
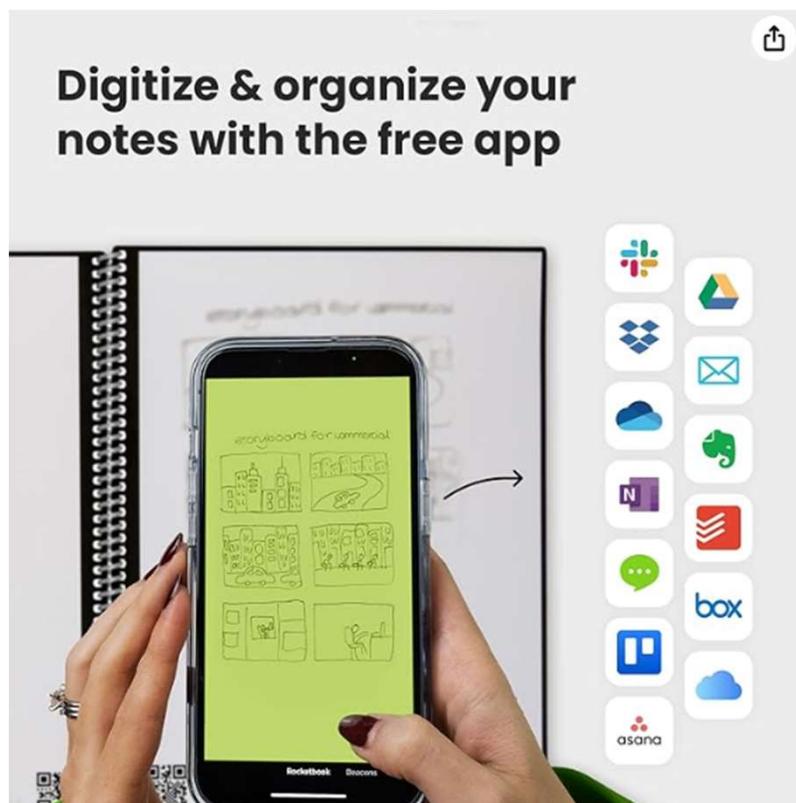
Date	Agenda items	Notes	To Do
8/20/24	<ul style="list-style-type: none"> SOM SP - roll out re: curriculum innovation, pilots, AI Educ FF RH space issues Novant data: yes Rural residency funding report ELC: annual topics 		
8/28/24			

Meeting management

- For in-person meetings and note taking, I just started using a Rocketbook notebook
- Before using a regular notebook for notes, then I would have to transcribe notes into One Note
- Now I can scan my notes and send them to One Note, email or Trello



Digitize & organize your
notes with the free app



My Current Organizational System

- Task management
- Meeting management
- **Emails**
- Calendaring

Email management

- Pretty responsive to emails, goal emails < 10-20 at the end of the day
- In the past, numerous folders and subfolders, time consuming
- Worked with Productive Power
- Now for emails:
 - Delete
 - Archive
 - File away but fewer # of folders

WORKSHOPS

Our live, virtual 60-minute workshops are designed to support training groups of participants. Each interactive workshop consists of easy-to-implement techniques for using everyday software to accomplish more in less time with less stress.

 **OUTLOOK MAIL**

- Work from a clean interface
- Manage the flow
- File and archive

 **MICROSOFT TO DO**

- Set up and customize
- Add and edit tasks
- Manage tasks
- Share lists

 **OUTLOOK CALENDAR**

- Set up and view
- Automate scheduling tools
- Share and set calendar permission
- Manage calendar on mobile

 **MICROSOFT ONENOTE**

- Set up and sync
- Create notebooks and organize notes
- Format and use shortcuts

 **TEAMS - NAVIGATION**

- Get comfortable in Microsoft Teams
- Communicate effectively
- Collaborate with files

 **TEAMS - COMMUNICATION**

- Choose the best mode of communication
- Enhance communication
- Control notification

My Current Organizational System

- Task management
- Meeting management
- Emails
- **Calendaring**

Calendaring

- Work closely with my executive assistant
- Keep work and personal on my outlook calendar
 - Teen girls were not accepting my invites/checking emails
 - Family apple calendar that syncs with their iphones
- Accept/tentative/decline invitations quickly
- Try to block at least two 30min blocks per day to do work if possible



UNC

SCHOOL OF
MEDICINE

Final Thoughts

Final Thoughts

1

Try something new

2

Apply it

3

Maintain the new strategy

4

Try again if it doesn't work



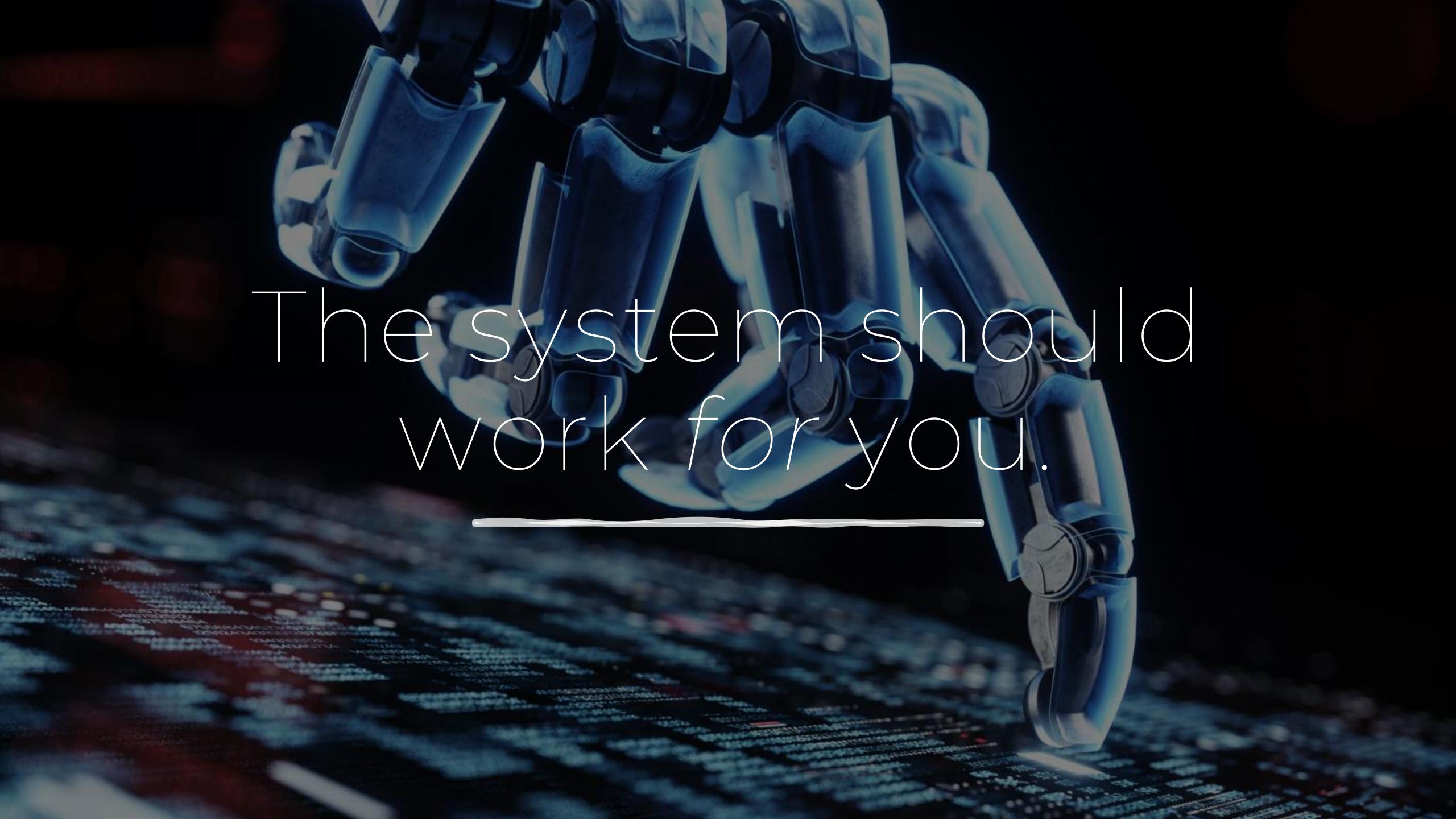
Empowering Your Digital Life

Practical ideas for digital organization

Christina Shenvi, MD, PhD, MBA, FACEP

Associate Professor of Emergency Medicine
On Twitter @clshenvi and LinkedIn





The system should
work for you.

Find a system
that works, and
iterate

There is no perfect system.



What do I do?



Goals of digital organization

- NOT: To make your life more complicated or difficult.
- To feel less stress and overwhelm.
- To avoid the “I’m forgetting something” feeling.
- To know where everything is and be able to find it easily.
- The system should work FOR YOU, you should not be working for the system.





Clear your digital environment

Digital Organization

- Architect your day with deep and shallow work
- Organize your **digital space**
 - Organize your email
 - Organize your files
 - Organize your shared files
- Organize your **calendar**
 - Calendly
- Time-saver
 - Magical text expander.



Batch your deep and shallow tasks





My approach

1. Keep a list of projects and tasks for each project.
2. For the week, keep a constant eye on my calendar and plan time for deep work, plan what I will do in it. (Timeboxing).
3. Start of day, list out my priorities and categorize by deep/shallow work.
4. Prioritize the deep work in order.
5. Build in time for the shallow work (mostly emails).



Put tasks,
not projects
on your to-
do list.



Create efficient information management systems



EMAILS

Schedule email time.
Magical text expander for frequent phrases or emails

FILES

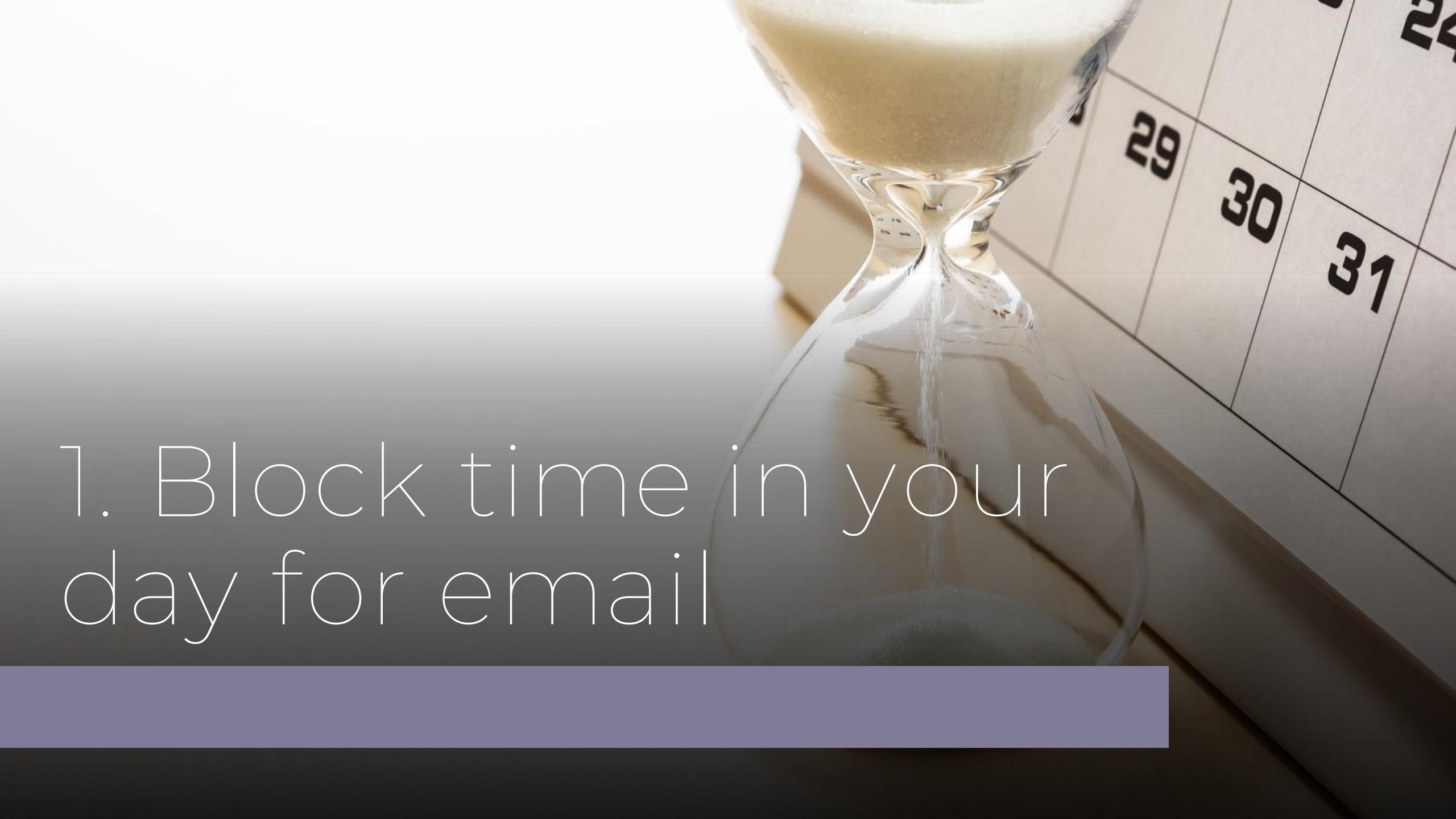
Create cloud-based file system,
could mirror your email system.

SCHEDULING

Calendly or other scheduling program, or delegate if possible.

Inbox: Zero

Inbox: Peace



1. Block time in your day for email

We interrupt ourselves with email too often

- **On average we check email:**
 - 74 times per day on our computer
 - 76 times per day on smartphone
- **In another study (Renaud *et al*):**
 - 36 times per hour, or 288 times per day



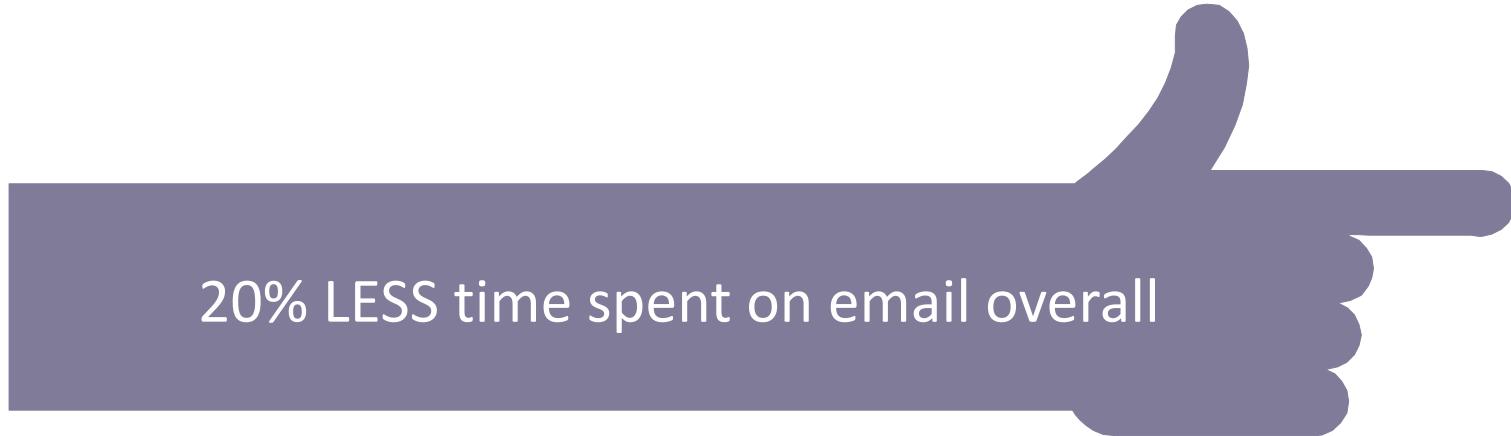
Email is a gateway to other distractions



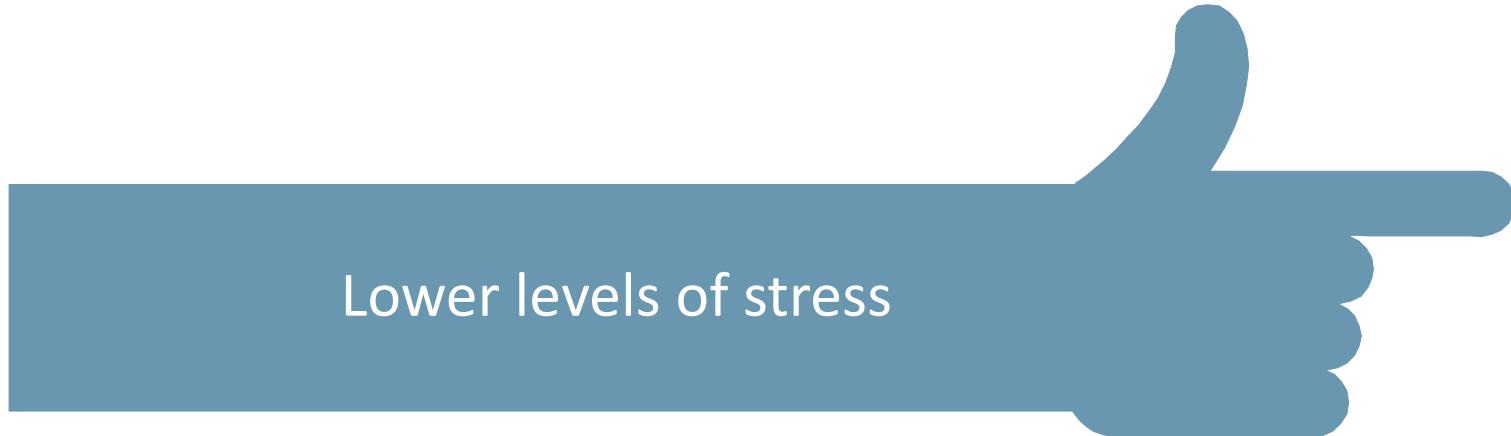
Checking email leads to more diversions.

It takes over **9 minutes to return to a task** when diversions extend beyond email.

Restricted vs frequent email checks



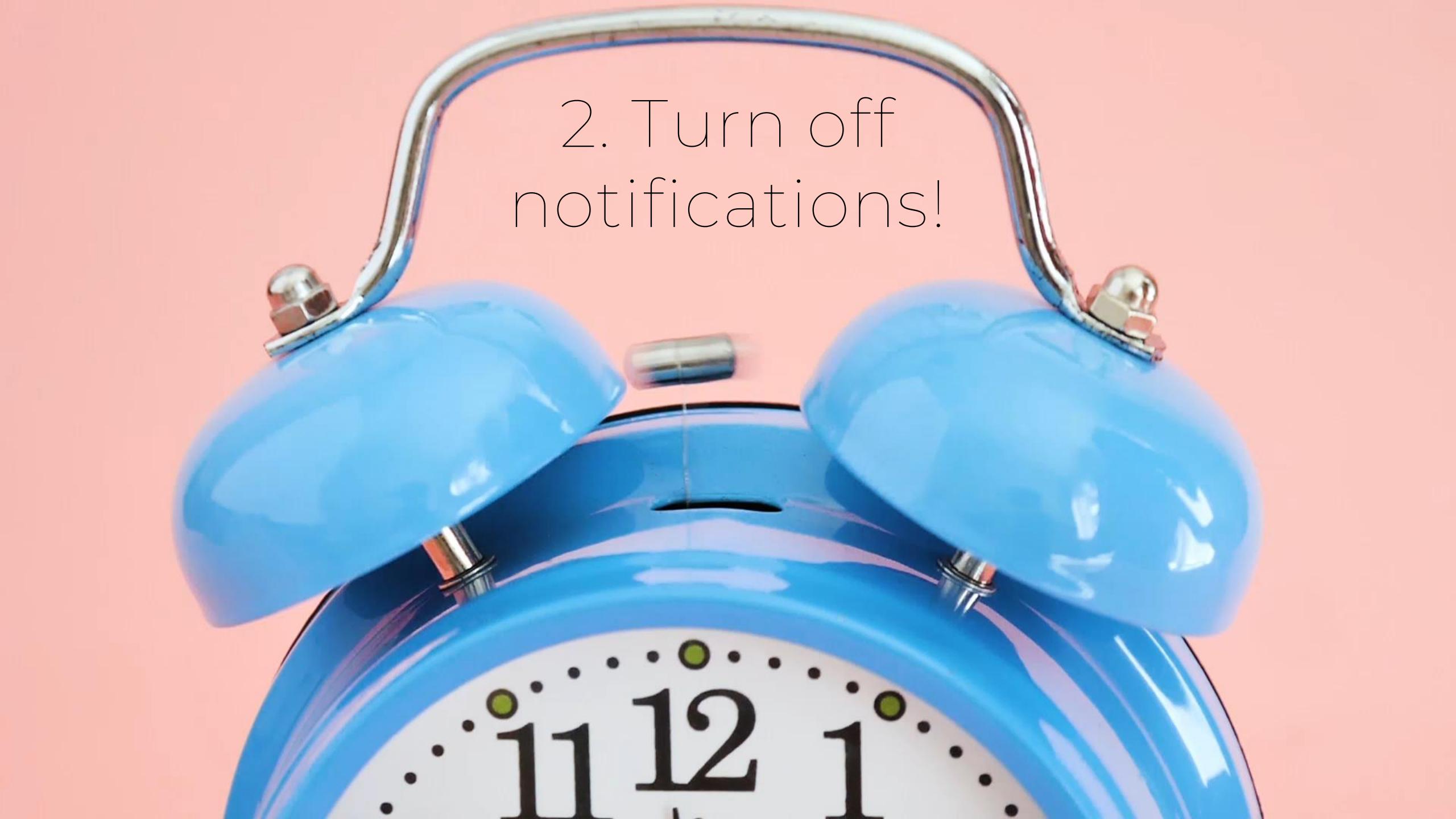
20% LESS time spent on email overall



Lower levels of stress

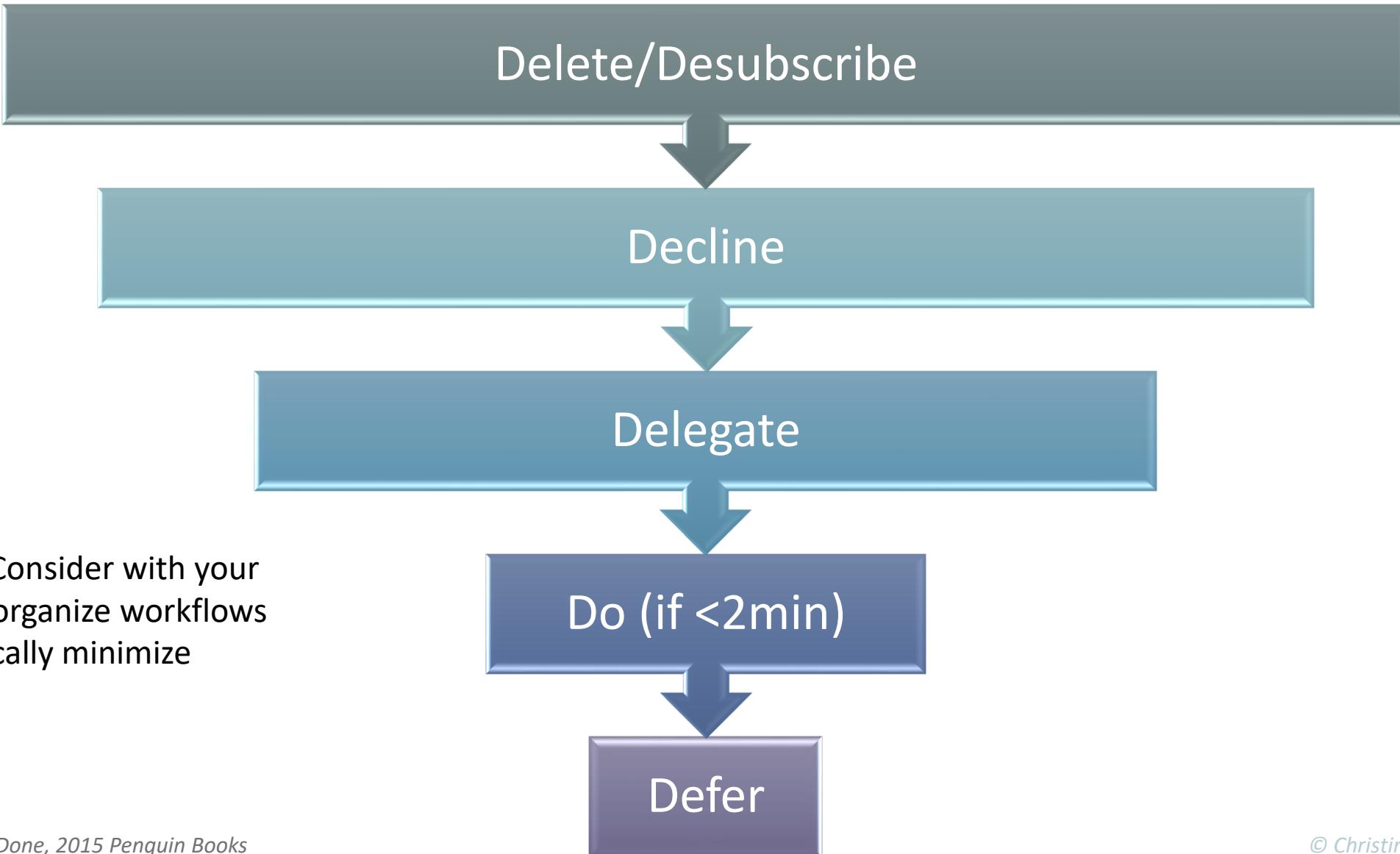
Why managing your inbox well is critical



A close-up photograph of a blue alarm clock with two bells. The clock is set against a solid pink background. The face of the clock is white with black numbers and hands. The number '12' is at the top, '1' is at the bottom, and '11' is on the left. There are small green dots above and below the '12' and '1'. The clock has a shiny, metallic finish and a classic design.

2. Turn off
notifications!

3. Have a reliable email strategy

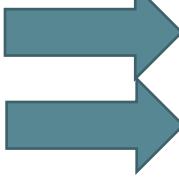


4. Make folders



- Projects
 - Project A
 - Project B
- Admin
 - Finances
 - Admin forms
 - Credentialing
- Travel
 - 2024-09-05 Denver
 - 2024-12-04 Boston
- Personal

4. Make folders that will help your future self

- ↗   @ Events & Talks
- ↗   @ DONE Events
- ↗   @travel rewards and fre... 3
- ↗   2024-09-05 Time manage... 1
- ↗  2024-09-07 Grandover 1
- ↗  2024-09-15 EMBA orientati... 1
- ↗  2024-09-19 HIPPO videos i... 1
- ↗  2024-09-25 GSO 1
- ↗  2024-09-25 Cornell exec pr... 1
- ↗  2024-09-29 ACEP Las Vegas 1
- ↗  2024-10-07 ACOEP 1
- ↗  2024-10-14 WEPPA women... 1
- ↗  2024-10-15 Feedback talk ... 1
- ↗  2024-10-19 Penn State e... 1
- ↗  2024-10-23 100 Women 1
- ↗  2024-11-02 Montpelier 1
- ↗  2024-11-08 AAMC 1

4. Make
folders
that will
help your
future self

-  @ PROJECTS
-  @DONE PROJECTS
-  @TABLED PROJECTS
-  2024-07 OAE papers 1
-  2025 Geri clinics in NA 2
-  AAWEP
-  ACEP consulting
-  ACEP Education committee
-  ACEP General ideas
-  ACEP Teaching Fellowship
-  AI research project
-  Annals Change of Shift
-  AOE 1
-  APWIMS

What about the 15,765 emails in my inbox?

- Create a folder: “Inbox before [today’s date]”
- Go through and deal with the top 50-75 items with your new system.
- Put everything else into the “inbox before” folder



Create a file organization strategy

- Mimic your email organization system, so you only have to remember one system
- Use a sharedrive
- Avoid: *paper final draft version b5 really final.docx*
- Instead: *2024-09-01 Time management paper.docx*
- Have a shared, transparent, consistent system for shared projects.



Have clear deadlines for shared projects

Week #	Case list	Case decided (CS, KB, CK)	Bricks matched (CS)	LOs/ Bluesheet done	LO lead	Case Target Month	Case Writer	Case Written Date	Ready for SMA review	Author final review done	CS reviewed and ready for canvas
1		3/17/2022	3/25/2022	3/24/2022	CK	22-Apr	ER/JF	4/6/2022	6/1/2022	6/8/2022	Y
2		3/17/2022	3/25/2022	3/24/2022	KB	22-Apr	JF/ER	4/21/2022	6/1/2022	6/8/2022	Y
3		3/17/2022	3/25/2022	4/28/2022	CK	22-May	JF/ER	5/6/2022	6/1/2022	6/8/2022	Y
4		3/17/2022	3/25/2022	4/28/2022	KB	22-Jun	ER/JR	6/9/2022	8/1/2022	8/10/2022	Y
5		3/17/2022	3/25/2022	4/21/2022	CK	22-May	ER/JF	6/9/2022	9/1/2022	12/1/2022	Y
6		3/17/2022	3/25/2022	4/28/2022	KB	22-Jun	JF/ER	7/6/2022	9/1/2022	11/20/2022	Y
EXAM		n/a		9/26/2022	CK, KB	22-Oct	LP (CS)	11/2/2022	6/29/2023	11/2/2022	Y

Good project management can cut down on emails.

Have systematic folders and naming systems for shared projects

My files > CBL > CBL Design and Plan

	Name ↑
Course 0 - Orientation	
Course 1 - The Patient	
Course 2 - Molecules to Cells	
Course 3 - Circulation	
Course 4 - Homeostasis	
Course 5 - Body Regulation	
Course 6 - Repro and GU	
Course 7 - Neurology	
Course 8 - Life Stages	
Course 9 - Integrated Systems	

My files > CBL > CBL Design and Planning

	Name ↑
Exam	
Week 1 - Back pain sciatica	
Week 2 - Upper Extremity Injury	
Week 3 - GSW thorax	
Week 4 - Hernia	

My files > CBL > CBL Design and Planning > Blue sheets and cases

	Name ↑
Older Versions	
Course 1 - Bluesheet 1 - Back Pain.docx	
Course 1 - Case 1 - Back Pain Facilitator Guide CLS done.docx	



Create a calendar that works
for you

SUN	MON	TUE	WED	THU	FRI
1	2	3	4	5	6
Cats flea medicine 70°/91° AOC AOC-2, 7am Labor Day 68°/82°	Pay Duke Energy via CC or vi Trash and Recyc out	60°/80°	59°/79° AOC AOC-2, 7am	Ashok Shenvi Bday 1948 62°/79°	66°/68°
Church 9 – 10:30am Preschool church 10:45 – 11:45am Adrian haircut 11:30am – 12:30pm Walgreens, 1:30pm	Church at Carolina Theater 9 – 10:30am Pilates - waitlist 11am – 12pm Walk Winston, A's walk dogs., 12pm	CC Community Day 8:30am CBL Instructor Eval GEDC meeting 10 – 11am A's walk dogs., 12pm NAP Team call 1:05pm, Microsoft Teams M Small Group Consulting Meet 2pm, Microsoft Teams Meet	MS 2 CBL Faculty Development 9 – 10am CLS on call for Adrian spanish 10am – 12pm Walk Winston, 11:30am A's walk dogs., 12pm Justin Myers and Christina Sh Ingrid Lim and Christina Shen Stephanie Glasgow and Christi	Anniversary video 9 – 10am Tim mat 10:30am FW 10:30am FW 10:30am UVM EM Walk Winston, 1 A's walk dogs., 12pm CP Reformer Flow 1pm, Club Pilates D	CBL Course Eval Send Date Digital Organi 11am, https://zoom.us/j/ Speak on pane A's walk dogs., 12pm Heather Tarantino, Kelly Smith Hippo Education Pre-pro mee Hippo Education Pre-pro mee Schedule block, 2:30pm Ellie to Raleigh party. Wear swimsuit and bring party/dancing dress to change into also sleepover option 3 – 8pm 94 Lakeshore Dr Alia and Evan to Dr's office f
UNC EMAP 2:30 – 11:30pm Prep digital org ppt 3:30 – 4:30pm Plan UVM thing 4:30 – 5:30pm Course 8 and 9 5:30 – 9:15pm	UNC EMAP 2:30 – 11:30pm GEDC Cd 3 – 4:20pm https://us02web.zoom.us/j/89 GEDA powerpoints and ping speakers 4:30 – 6:45pm	Adrian w 3:30 – 4:30pm Angie/Christi 3:30 – 4:30pm Megan Donovan and Christina 3:30 – 4:30pm Schedule block, 4:30pm	Adrian walk d 4:30 – 5:30pm Call Chase RE AF or retentio 4:30 – 5:30pm Apply for ACEP, SAEM, and EUSEM 4 – 6pm HS Youth group 6:30 – 8pm	Call Capi 4:30 – 5:30pm FP Committee Meeting 3:30 – 5pm zoom (see notes) Do laundry 5 – 6pm Small group 6 – 8pm Alia babysit 6 – 7pm	AOE Adm 4:30 – 5:30pm Adrian walk d 5:30 – 6:30pm Alia and Evan to Dr's office f

SUN	MON	TUE	WED	THU	FRI
1	2	3	4	5	6
Cats flea medicine 70°/91° AOC AOC-2, 7am 68°/82°	Pay Duke Energy via CC or vi Labor Day	60°/80°	59°/79° AOC AOC-2, 7am CRE Exam (Patient Course), 8	Ashok Shenvi Bday 1948 62°/79°	66°/68°
		CBL Instructor Eval Send out GEDC meeting 10 – 11am	MS 2 CBL Faculty Development 9 – 10am CLS on call for CBL 10am – 12pm		CBL Course Eval Send Date (F)
Adrian haircut 11:30am – 12:30pm	Pilates - waitlist 11am – 12pm		Time FW: FW: UVM EM man: 10:3 man: 10:3 10:3 10:30am CRE 11am	Digital Organi Speak on pan: 11am, https://zoom.us/j/1	
Walgreens, 1:30pm		NAP Team call 1:05pm, Microsoft Teams Me Small Group Consulting Meet 2pm, Microsoft Teams Meetin	Justin Myers and Christina Sh Ingrid Lim and Christina Shen Stephanie Glasgow and Chris	CP Reformer Flow 2 (50 Mins 1pm, Club Pilates Durham 112	Heather Tarantino, Kelly Smit Hippo Education Pre-pro mee Hippo Education Pre-pro mee
UNC EMAP 2:30 – 11:30pm Prep digital org ppt 3:30 – 4:30pm Plan UVM thing 4:30 – 5:30pm Course 8 and 9 5:30 – 9:15pm	UNC EMAP 2:30 – 11:30pm GEDC Core 3 – 4:20pm https://us02web.zoom.us/j/ GEDA powerpoints and ping speakers 4:30 – 6:45pm	Angie/Christina meeting RE A Megan Donovan and Christina 3:30 – 4:30pm Schedule block, 4:30pm	UNC EMAP 2:30 – 11:30pm Call Capital va Call Chase RE AF or retentio Apply for ACEP, SAEM, and EUSEM 4 – 6pm	UNC EMAP 2:30 – 11:30pm AOE Admin M FP Committee Meeting 3:30 – 5pm zoom (see notes)	Schedule block, 2:30pm Alia and Evan to Dr's office fo

Streamline meeting scheduling



Calendly



Christina Shenvi

30min meeting with Christina Shenvi

⌚ 30 min

Zoom
link: <https://us02web.zoom.us/j/81990216593>

Select a Date & Time

POWERED BY Calendly

September 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Time zone

⌚ Eastern Time - US & Canada (5:47pm) ▾

[Cookie settings](#) [Report abuse](#)

For 1:1 meetings, completely automates it.
Can also make “doodle” style polls.

Streamline meeting scheduling



Calendly

«

+ Create

Event types

Meetings

Availability

Contacts

Workflows

Integrations & apps

Routing

My Calendly

Find event types

Christina Shenvi
<https://calendly.com/clshenvi>

+ New Event Type

1hr meeting with Christina Shenvi
1 hr, One-on-One
[View booking page](#)

GEDC Consulting Engagement
1 hr, One-on-One
[View booking page](#)

30min meeting with Christina Shenvi
30 mins, One-on-One
[View booking page](#)

Copy link Share

Copy link Share

Copy link Share

© Christina Shenvi, MD, PhD, MBA



Magical text expander

Make dot
phrases for
your life

- Chrome extension
- Can use in webmail or any other online site
- Create 'dot phrases' for things you type frequently
 - Email phrases
 - Address/telephone
 - Common emails you send

Digital Organization

- Architect your day with deep and shallow work
- Organize your **digital space**
 - Organize your email
 - Organize your files
 - Organize your shared files
- Organize your **calendar**
 - Calendly
- Time-saver
 - Magical text expander.





Christina Shenvi, MD, PhD, MBA
cshenvi@med.unc.edu
timeforyourlife.org
@clshenvi

Thank You!

Digital Organization

FALD Professional Development



Jennifer Wu, MD, MPH
Professor, Obstetrics and Gynecology
Vice Dean for Academic Affairs, UNC SOM
Deputy Chief Academic Officer, UNC Health

Background

- I'm a paper person. I love checklists.
- I've used different systems over time.
- Explore what works for you given your roles and responsibilities
- With more administrative responsibilities, I've had to develop a more digital system





UNC

SCHOOL OF
MEDICINE

My Story

Work timeline

2003 - 2007: Fellow, Urogyn, UNC

2007 - 2013: Assistant Prof, Duke

2013 - 2018: Associate Prof, UNC

2018 - 2019: Division Chief, Urogyn

2019 - 2020: Interim Chair, OBGYN

2021 - Vice Dean for Academic Affairs

2024 - Deputy Chief Academic Officer

Work timeline

2003 - 2007: Fellow, Urogyn, UNC	0: direct reports
2007 - 2013: Assistant Prof, Duke	1: research coordinator
2013 - 2018: Associate Prof, UNC	3: research coordinators
2018 - 2019: Division Chief, Urogyn	11: 5 faculty, 3 fellows, 2 res coordinators, 1 admin
2019 - 2020: Interim Chair, OBGYN	100-150: 8 divisions, faculty, trainees, staff
2021 - Vice Dean for Academic Affairs	5 teams: Education (MD, HS, BBSP), FALD, Novant
2024 - Deputy Chief Academic Officer	6 teams: above + Ingram

Personal

- Family
 - Husband
 - Twin 9th grade girls
 - My parents, 2 siblings / their families
- Friends
- Travel
- President, AUGS

Italy, summer 2023



Residency friends

Extended family, Montreal

50th bday, Napa



UNC

SCHOOL OF
MEDICINE

My Current Organizational System

My Current Organizational System

- Task management
- Meeting management
- Emails
- Calendaring

My Current Organizational System

- Task management
- Meeting management
- Emails
- Calendaring

Task management - Trello



Trello
Trello, Inc.

- Free
- Website and app access so computer & phone
- Organizationally you can create categories similar to what you currently do on paper
 - Patients / Clinical
 - Work – different teams, divisions
 - Research
 - Family / Personal
- Easy to reorder tasks and move task lists (saves time vs rewriting my task lists)

Task management - Trello

The screenshot shows the Trello interface with a sidebar on the left and a main board view on the right.

Left Sidebar:

- Trello Workspace (Free)
- Boards
- Members
- Workspace settings
- Workspace views
 - Table
 - Calendar
- Your boards
 - Tasks (selected)
 - Personal

Top Bar:

- Trello
- Workspaces
- Recent
- Starred
- Templates
- Create

Right Main View:

The main view displays several boards:

- Travel:** Contains cards for 2024 and 2025 travel plans, including meetings like "2024: Fall - look for STW 2025 dates" and "2024: AUGS Mon 10/21 - Sat 10/25, Washington, DC".
- Important Dates:** Contains cards for 2024 and 2025, including "8/31/24 (9/17/24) NC rural residency reporting due" and "9/1/24 look for Drivers ed appt on 11/6".
- Today:** Contains cards for "Appeal report", "Tues clinic notes", and "Digital organization talk".
- This week:** Contains cards for "Think about phones", "Salary equity paper", "Await TDE info Margaret", and "AUGS 2024 - event after? UNC event?".
- Projects:** Contains cards for various projects like "Rex GME - need FTE: meeting with Jeff / Will / Janet / Kirsten /", "Rural residency funding", and "Novant update at UNCH Board meeting - July (virtual) vs Sept (in person) for".

Annotations:

- A red box highlights the "Tasks" tab in the top navigation bar.
- A red box highlights the "Tasks" board in the sidebar.
- A red box with the text "Different Boards" is positioned to the left of the sidebar, with an orange arrow pointing towards the sidebar.

Task management - Trello

The screenshot illustrates the Trello interface for task management. On the left, the sidebar shows the workspace settings, workspace views (Table and Calendar), and your boards (Tasks and Personal). The 'Tasks' board is selected and highlighted with an orange box. The main area displays several boards:

- Travel** board (highlighted with an orange box):
 - 2024
 - 2024: Fall - look for STW 2025 dates
 - 2024: Th 9/19 - Fri 9/20 MAHEC 50th celebration - Asheville
 - 2024: AUGS Mon 10/21 - Sat 10/25, Washington, DC
 - 2024: Th 11/7 - Fri 11/8 Novant retreat
 - 2024: AAMC LSL, Fri 11/8 - Tues 11/12, Atlanta, GA
 - 2025
 - 2025: Fri 2/14 - Sat 2/15 AUGS Bd, Tampa, FL
 - 2025: Fri 5/2 - Sat 5/3 AUGS Board meeting Dallas
 - 2025 May PEA 30th reunion 5/2-5/4 weekend overlap w/ AUGS
 - 2025: IUGA June 18-21, Barcelona
 - 2025: mid July Wu family cruise
 - 2025: AUGS Oct 12-19, Vancouver, Canada
 - 2025: AAMC LSL, Nov 1 - Nov 5, San Antonio, TX
- Important Dates** board:
 - 2024
 - 8/31/24 (9/17/24) NC rural residency reporting due
 - 8/31/24 Urogyn NEST revisions due pending extension
 - 9/1: Matt salary equity paper, then Jen turnaround on 6/21
 - 9/1/24 look for Drivers ed appt on 11/6
 - 9/10/24 UNC Fac meeting
 - 9/3/24 - slides due for digital organization
 - Fall 2024: touch base w/ Stacey Warner - Housing location/date
 - 9/4/24 Present SOM pantry @ chair's meeting
 - 9/5/24 Thurs AUGS Exec
 - 9/6/24 Fri Digital Organization
 - 9/9/24 Board prep for Advocacy firms
- Today** board:
 - Appeal report
 - Tues clinic notes
 - Digital organization talk
- This week** board:
 - Think about phones
 - Salary equity paper
 - Await TDE info Margaret
 - AUGS 2024 - event after? UNC event?
 - Scott Garrison - head anesthesiologist (division, capio) case request no block
- Projects** board:
 - Rex GME - need FTE: meeting with Jeff / Will / Janet / Kirsten /
 - Rural residency funding
 - Novant update at UNCH Board meeting - July (virtual) vs Sept (in person) for
 - CCL - leadership course: leadership at the Peak; sign up ? 2025
 - Owe Geller Tues/Wed DOW
 - Jan 2025 - State funding proposal by and at March 2025

Annotations on the interface:

- An orange box labeled "Different Boards" with an orange arrow points to the "Tasks" board in the sidebar.
- A blue box labeled "Different lists" with blue arrows points to the "Important Dates" and "Today" boards.
- A blue box labeled "Easy to create new lists Drag lists to different location on board" with blue arrows points to the "Today" and "This week" boards.

Task management - Trello

The screenshot illustrates the Trello interface with several key features highlighted:

- Different Boards:** An orange callout points to the "Your boards" section on the left, which lists "Tasks" as the active board.
- Different lists:** A blue callout points to the "Important Dates", "Today", and "This week" lists on the right side of the board.
- Click to add a new card:** A blue callout with a downward arrow points to the "+ Add a card" button at the bottom of the "Important Dates" list.
- Cards in a list:** A blue callout with an upward arrow points to the "Important Dates" list, which contains various task cards.
- Drag card to reprioritize tasks:** A blue callout with a double-headed arrow between the "Important Dates" and "Today" lists indicates the ability to move cards between lists.

Left Sidebar (Your boards):

- Tasks (selected)
- Personal

Top Bar:

- Trello
- Workspaces
- Recent
- Starred
- Templates
- Create

Board Header:

- Tasks
- Board

Lists on the Board:

- Travel
- Important Dates
- Today
- This week
- Projects

Card Examples:

- Important Dates:** 2024, 8/31/24 (9/17/24) NC rural residency reporting due, 8/31/24 Urogyne NEST revisions due pending extension, 9/1/24 Matt salary equity paper, then Jen turnaround on 6/21, 9/1/24 look for Drivers ed appt on 11/6, 9/10/24 UNC Fac meeting, 9/3/24 - slides due for digital organization, Fall 2024: touch base w/ Stacey Warner - Hooding location/date, 9/4/24 Present SOM pantry @ chair's meeting, 9/5/24 Thurs AUGS Exec, 9/6/24 Fri Digital Organization, 9/9/24 Board prep for Advocacy firms.
- Today:** Appeal report, Tues clinic notes, Digital organization talk.
- This week:** Think about phones, Salary equity paper, Await TDE info Margaret, AUGS 2024 - event after? UNC event?, Scott Garrison - head anesthesiologist (division, capio) case request no block.
- Projects:** Rex GME - need FTE; meeting with Jeff / Will / Janet / Kirsten /, Rural residency funding, Novant update at UNCH Board meeting - July (virtual) vs Sept (in person) for, CCL - leadership course: leadership at the Peak; sign up ? 2025, Owe Geller Tues/Wed DOW, Jan 2025 - State funding proposal by end of March for workforce, AI training, LMS module.

Task management

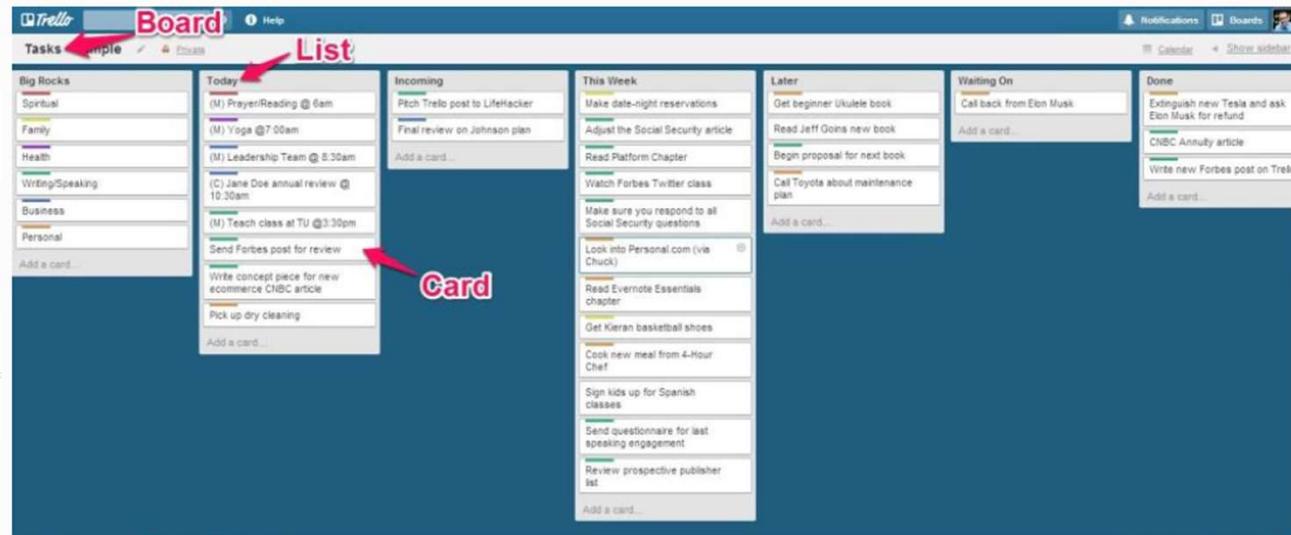
7 Steps To Creating The Best Personal Task Management System With Trello



Tim Maurer Contributor ⓘ
Retirement
Personal finance is more personal than it is finance.

- 2) **Create your lists.** My lists are a conglomeration of what I've learned from Covey's *7 Habits* and Allen's *GTD*. My first list on the left is

called "Big Rocks"—the priorities in life that I want to consume the majority of my time. Next is "Today," the list of items that I hope to accomplish today, followed by "Incoming," new tasks that have yet to be prioritized. As you might guess, "This Week" houses the tasks I hope to accomplish this week; "Later," those tasks I'd like to get to eventually but are not yet urgent; "Waiting On," that which I've accomplished but requires action on another's part; and "Done," a list of the tasks I've accomplished that day.



Task management - Trello

- Look at Trello 1st AM to remind myself for tasks of the day
- Trello is up on my computer
- Type in new tasks and list them in Today or This week
- Look at Important Dates / deadlines

The screenshot shows a Trello workspace titled 'Trello Workspace Free'. The left sidebar includes 'Boards', 'Members', 'Workspace settings', 'Workspace views' (Table and Calendar), and 'Your boards' (Tasks and Personal). The 'Tasks' board is selected, showing several lists: 'Travel' (2024, 2025), 'Important Dates' (2024, 2025), 'Today' (Appeal report, Tues clinic notes, Digital organization talk), and 'This week' (Think about phones, Salary equity paper, Await TDE info Margaret, AUGS 2024, Scott Garrison - head anesthesiologist). The 'Projects' board on the right lists various items: 'Rex GME - need FTE; meeting with Jeff / Will / Janet / Kirsten /', 'Rural residency funding', 'Novant update at UNCH Board meeting - July (virtual) vs Sept (in person) for', 'CCL - leadership course; leadership at the Peak; sign up ? 2025', 'Owe Geller Tues/Wed DOW', 'Jan 2025 - State funding proposal by end of March for workforce', and 'AI training, LMS module'. Each card in the lists has a 'Create' button at the bottom.

My Current Organizational System

- Task management
- Meeting management
- Emails
- Calendaring

Meeting management – One Note

- Creating agendas
- Adding discussion items for next meeting
- Notes from virtual meetings
- In-person meetings (Rocketbook)

▼ Major initiatives

SOM SP

GAS / ASIC funding

Food pantry

Faculty workload - due 4/30

➤ Searches

➤ Ingram

➤ Liz Steadman

2024 meetings

Liz's new responsibilities

UME-GME transition

➤ Cristy Page

Alyssa

➤ Karlina Matthews

➤ OMSE - Kim

➤ FALD

➤ Cam Enarson

➤ Education

➤ Novant

Jeanine - Leslie

Jennifer Blair

Jill Jameison - CIO •

Audrea Caesar

Andy Willis

Table for tracking agenda items, meetings notes and action items for regular meetings

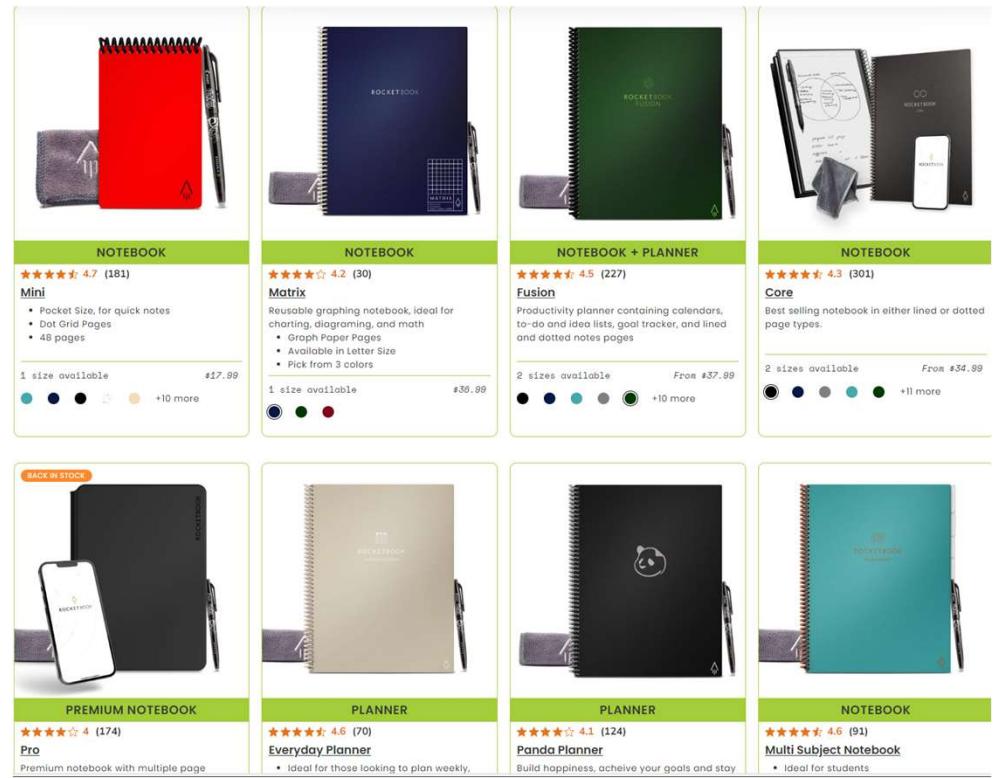
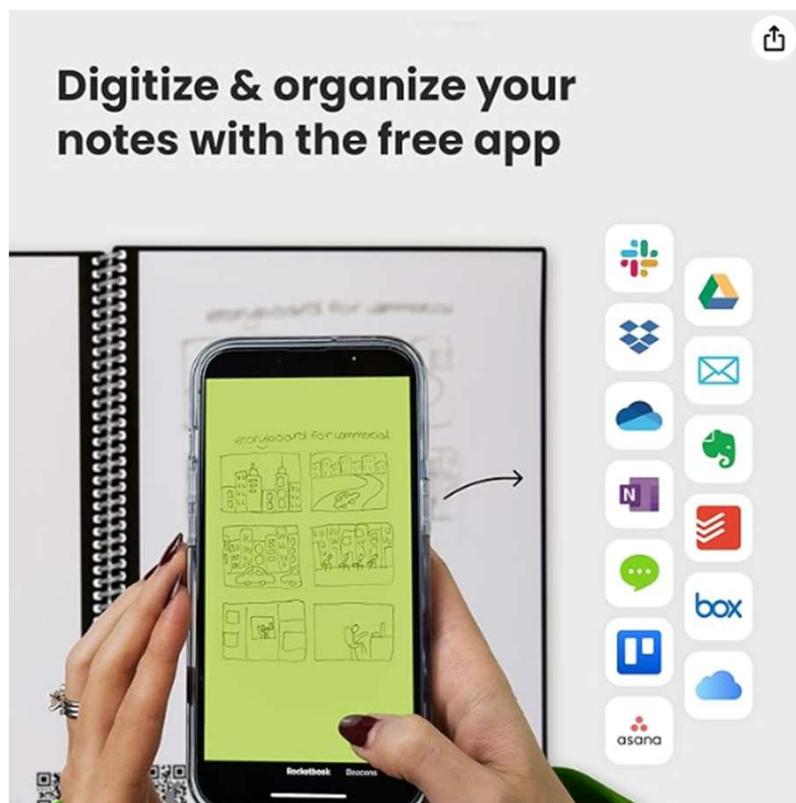
Date	Agenda items	Notes	To Do
8/20/24	<ul style="list-style-type: none"> SOM SP - roll out re: curriculum innovation, pilots, AI Educ FF RH space issues Novant data: yes Rural residency funding report ELC: annual topics 		
8/28/24			

Meeting management

- For in-person meetings and note taking, I just started using a Rocketbook notebook
- Before using a regular notebook for notes, then I would have to transcribe notes into One Note
- Now I can scan my notes and send them to One Note, email or Trello



Digitize & organize your
notes with the free app



My Current Organizational System

- Task management
- Meeting management
- **Emails**
- Calendaring

Email management

- Pretty responsive to emails, goal emails < 10-20 at the end of the day
- In the past, numerous folders and subfolders, time consuming
- Worked with Productive Power
- Now for emails:
 - Delete
 - Archive
 - File away but fewer # of folders

WORKSHOPS

Our live, virtual 60-minute workshops are designed to support training groups of participants. Each interactive workshop consists of easy-to-implement techniques for using everyday software to accomplish more in less time with less stress.

 **OUTLOOK MAIL**

- Work from a clean interface
- Manage the flow
- File and archive

 **MICROSOFT TO DO**

- Set up and customize
- Add and edit tasks
- Manage tasks
- Share lists

 **OUTLOOK CALENDAR**

- Set up and view
- Automate scheduling tools
- Share and set calendar permission
- Manage calendar on mobile

 **MICROSOFT ONENOTE**

- Set up and sync
- Create notebooks and organize notes
- Format and use shortcuts

 **TEAMS - NAVIGATION**

- Get comfortable in Microsoft Teams
- Communicate effectively
- Collaborate with files

 **TEAMS - COMMUNICATION**

- Choose the best mode of communication
- Enhance communication
- Control notification

My Current Organizational System

- Task management
- Meeting management
- Emails
- **Calendaring**

Calendaring

- Work closely with my executive assistant
- Keep work and personal on my outlook calendar
 - Teen girls were not accepting my invites/checking emails
 - Family apple calendar that syncs with their iphones
- Accept/tentative/decline invitations quickly
- Try to block at least two 30min blocks per day to do work if possible



UNC

SCHOOL OF
MEDICINE

Final Thoughts

Final Thoughts

1

Try something new

2

Apply it

3

Maintain the new strategy

4

Try again if it doesn't work



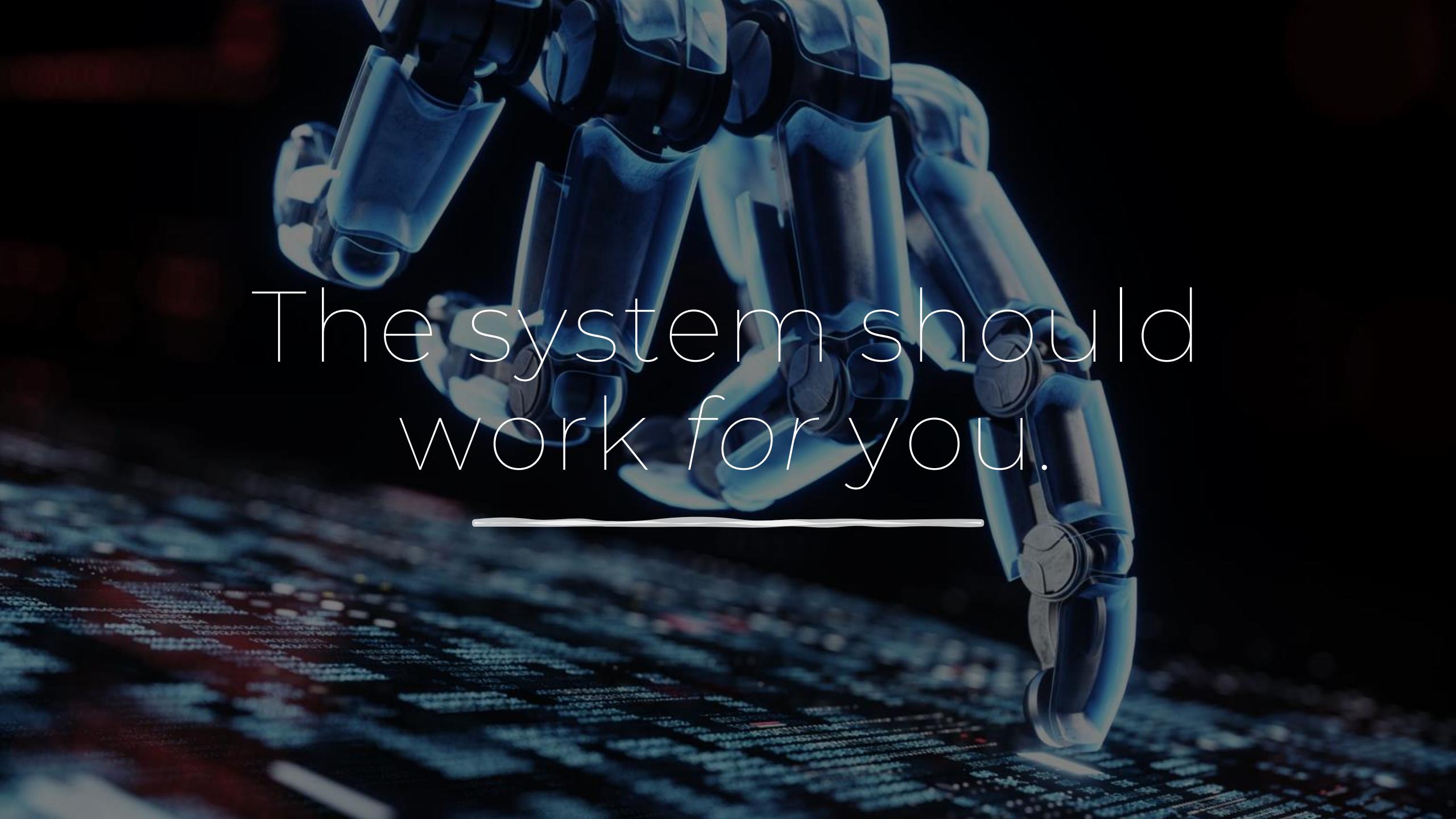
Empowering Your Digital Life

Practical ideas for digital organization

Christina Shenvi, MD, PhD, MBA, FACEP

Associate Professor of Emergency Medicine
On Twitter @clshenvi and LinkedIn





The system should
work for you.

Find a system
that works, and
iterate

There is no perfect system.



What do I do?



Goals of digital organization

- NOT: To make your life more complicated or difficult.
- To feel less stress and overwhelm.
- To avoid the “I’m forgetting something” feeling.
- To know where everything is and be able to find it easily.
- The system should work FOR YOU, you should not be working for the system.





Clear your digital environment

Digital Organization

- Architect your day with deep and shallow work
- Organize your **digital space**
 - Organize your email
 - Organize your files
 - Organize your shared files
- Organize your **calendar**
 - Calendly
- Time-saver
 - Magical text expander.



Batch your deep and shallow tasks





My approach

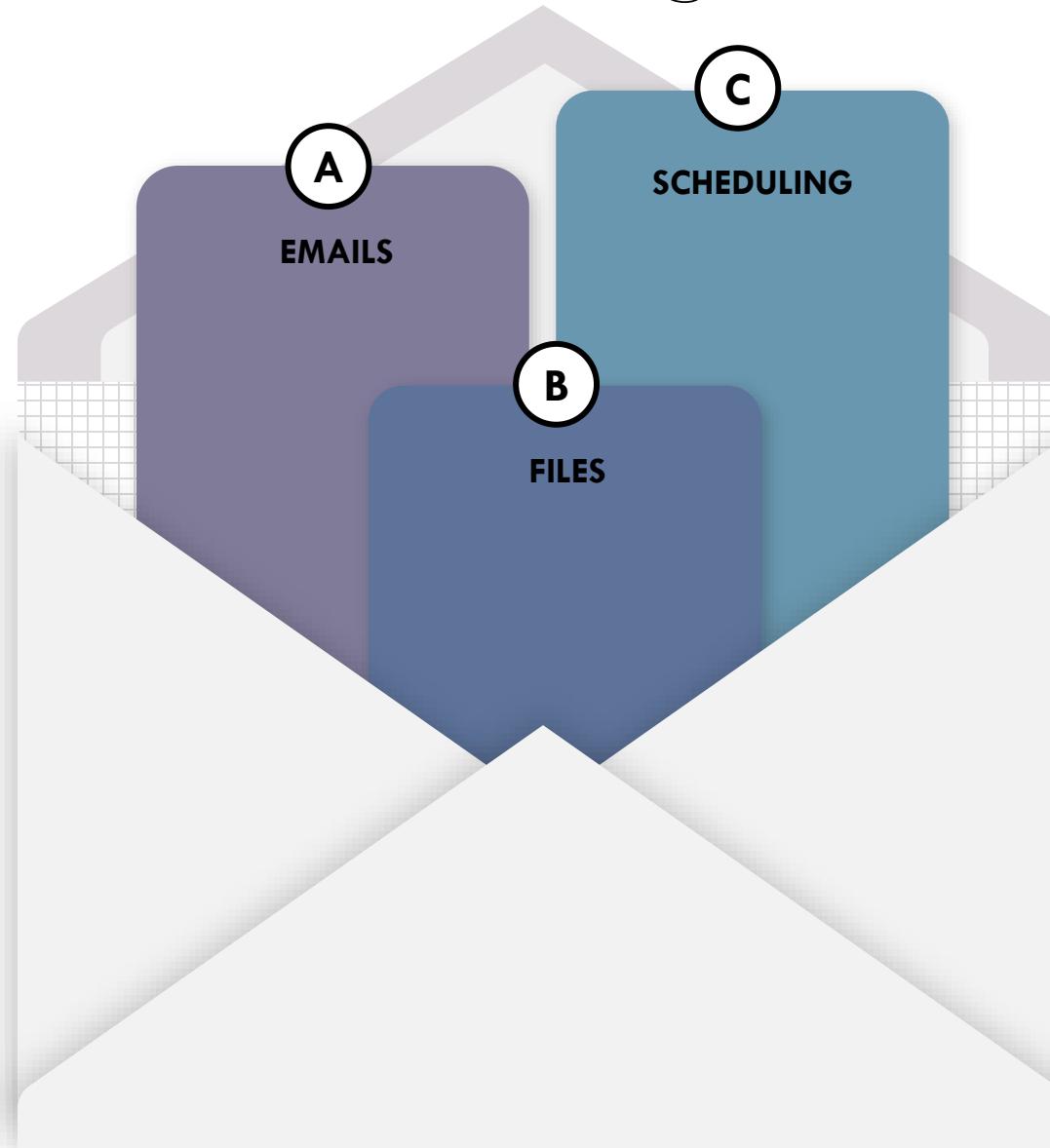
1. Keep a list of projects and tasks for each project.
2. For the week, keep a constant eye on my calendar and plan time for deep work, plan what I will do in it. (Timeboxing).
3. Start of day, list out my priorities and categorize by deep/shallow work.
4. Prioritize the deep work in order.
5. Build in time for the shallow work (mostly emails).



Put tasks,
not projects
on your to-
do list.



Create efficient information management systems



EMAILS

Schedule email time.
Magical text expander for frequent phrases or emails

FILES

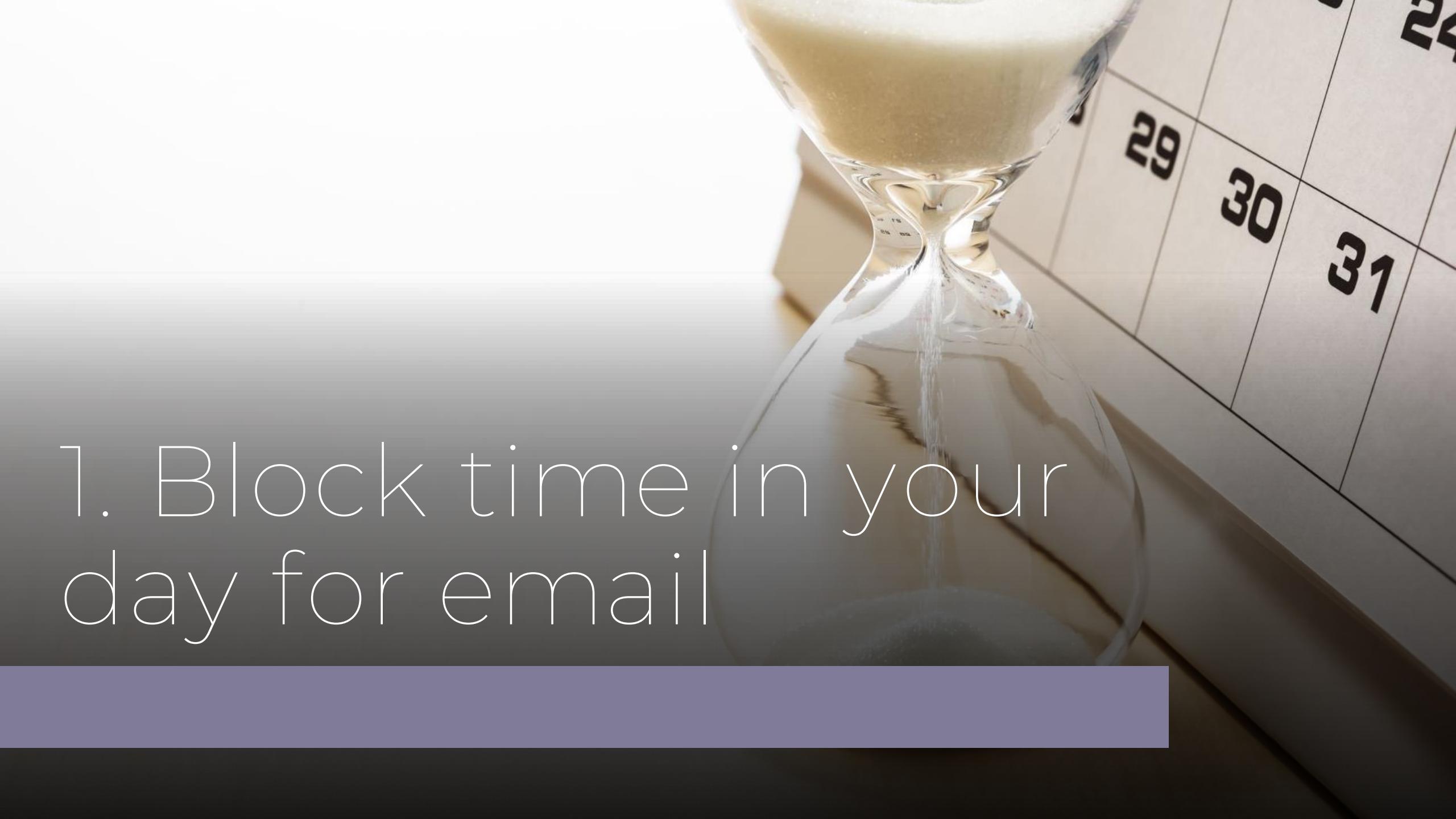
Create cloud-based file system,
could mirror your email system.

SCHEDULING

Calendly or other scheduling program, or delegate if possible.

Inbox: Zero

Inbox: Peace



1. Block time in your day for email

We interrupt ourselves with email too often

- **On average we check email:**
 - 74 times per day on our computer
 - 76 times per day on smartphone
- **In another study (Renaud *et al*):**
 - 36 times per hour, or 288 times per day



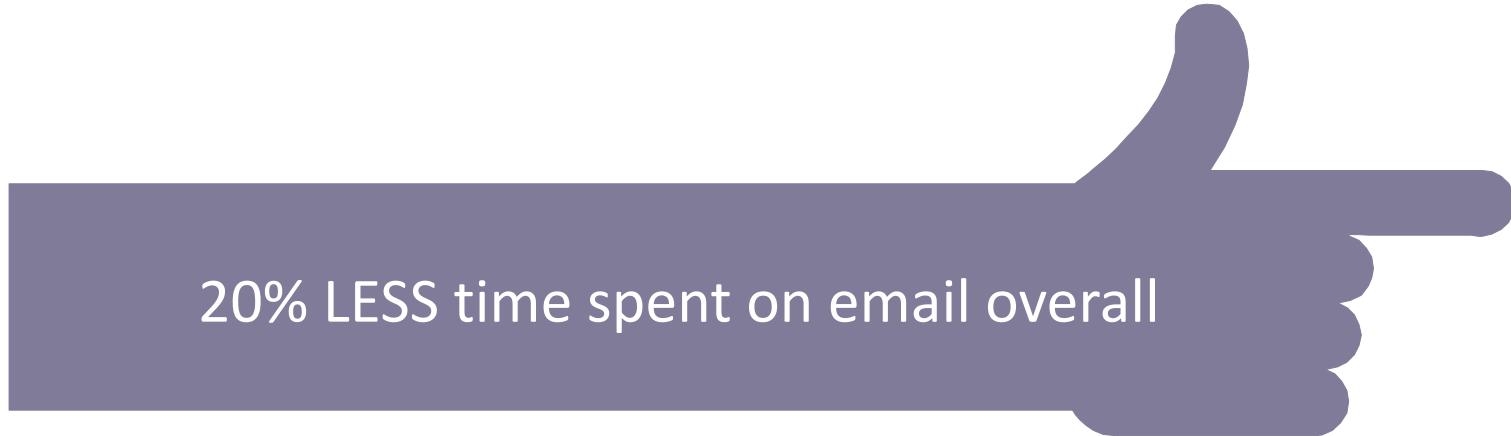
Email is a gateway to other distractions



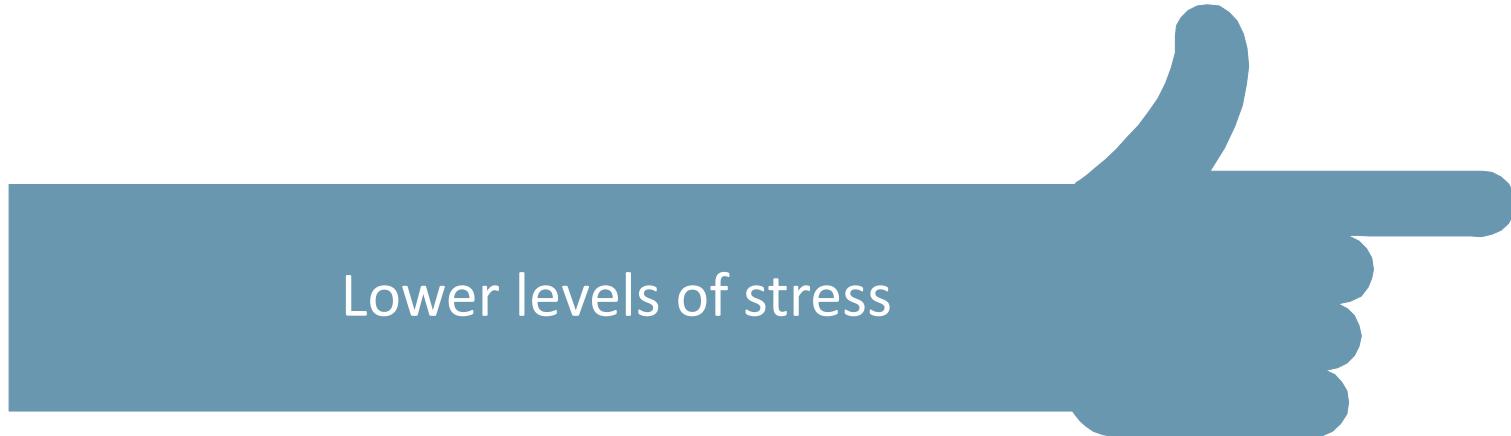
Checking email leads to more diversions.

It takes over **9 minutes to return to a task** when diversions extend beyond email.

Restricted vs frequent email checks



20% LESS time spent on email overall



Lower levels of stress

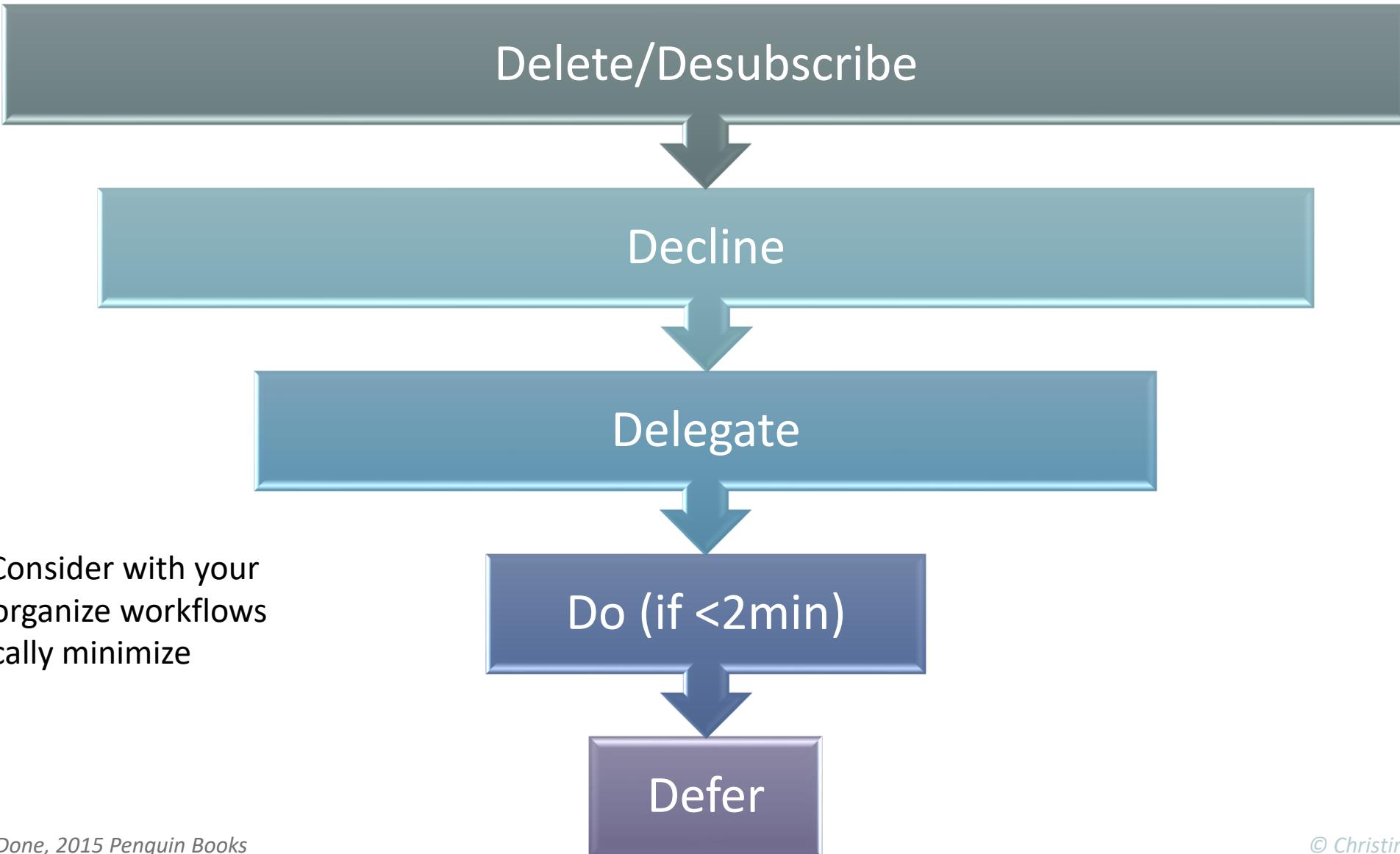
Why managing your inbox well is critical



A close-up photograph of a blue alarm clock with two bells. The clock is set against a solid pink background. The face of the clock is white with black numbers and hands. The number '12' is at the top, '1' is at the bottom, and '11' is on the left. There are small green dots above and below the '12' and '1'. The clock has a shiny, metallic finish and a classic design.

2. Turn off
notifications!

3. Have a reliable email strategy

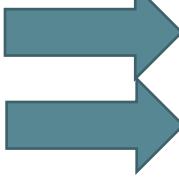


4. Make folders



- Projects
 - Project A
 - Project B
- Admin
 - Finances
 - Admin forms
 - Credentialing
- Travel
 - 2024-09-05 Denver
 - 2024-12-04 Boston
- Personal

4. Make folders that will help your future self

- ↗   @ Events & Talks
- ↗   @ DONE Events
- ↗   @travel rewards and fre... 3
- ↗   2024-09-05 Time manage... 1
- ↗  2024-09-07 Grandover 1
- ↗  2024-09-15 EMBA orientati... 1
- ↗  2024-09-19 HIPPO videos i... 1
- ↗  2024-09-25 GSO 1
- ↗  2024-09-25 Cornell exec pr... 1
- ↗  2024-09-29 ACEP Las Vegas 1
- ↗  2024-10-07 ACOEP 1
- ↗  2024-10-14 WEPPA women... 1
- ↗  2024-10-15 Feedback talk ... 1
- ↗  2024-10-19 Penn State e... 1
- ↗  2024-10-23 100 Women 1
- ↗  2024-11-02 Montpelier 1
- ↗  2024-11-08 AAMC 1

4. Make
folders
that will
help your
future self

-  @ PROJECTS
-  @DONE PROJECTS
-  @TABLED PROJECTS
-  2024-07 OAE papers 1
-  2025 Geri clinics in NA 2
-  AAWEP
-  ACEP consulting
-  ACEP Education committee
-  ACEP General ideas
-  ACEP Teaching Fellowship
-  AI research project
-  Annals Change of Shift
-  AOE 1
-  APWIMS

What about the 15,765 emails in my inbox?

- Create a folder: “Inbox before [today’s date]”
- Go through and deal with the top 50-75 items with your new system.
- Put everything else into the “inbox before” folder



Create a file organization strategy

- Mimic your email organization system, so you only have to remember one system
- Use a sharedrive
- Avoid: *paper final draft version b5 really final.docx*
- Instead: *2024-09-01 Time management paper.docx*
- Have a shared, transparent, consistent system for shared projects.



Have clear deadlines for shared projects

Week #	Case list	Case decided (CS, KB, CK)	Bricks matched (CS)	LOs/ Bluesheet done	LO lead	Case Target Month	Case Writer	Case Written Date	Ready for SMA review	Author final review done	CS reviewed and ready for canvas
1		3/17/2022	3/25/2022	3/24/2022	CK	22-Apr	ER/JF	4/6/2022	6/1/2022	6/8/2022	Y
2		3/17/2022	3/25/2022	3/24/2022	KB	22-Apr	JF/ER	4/21/2022	6/1/2022	6/8/2022	Y
3		3/17/2022	3/25/2022	4/28/2022	CK	22-May	JF/ER	5/6/2022	6/1/2022	6/8/2022	Y
4		3/17/2022	3/25/2022	4/28/2022	KB	22-Jun	ER/JR	6/9/2022	8/1/2022	8/10/2022	Y
5		3/17/2022	3/25/2022	4/21/2022	CK	22-May	ER/JF	6/9/2022	9/1/2022	12/1/2022	Y
6		3/17/2022	3/25/2022	4/28/2022	KB	22-Jun	JF/ER	7/6/2022	9/1/2022	11/20/2022	Y
EXAM		n/a		9/26/2022	CK, KB	22-Oct	LP (CS)	11/2/2022	6/29/2023	11/2/2022	Y

Good project management can cut down on emails.

Have systematic folders and naming systems for shared projects

My files > CBL > CBL Design and Plan

	Name ↑
Course 0 - Orientation	
Course 1 - The Patient	
Course 2 - Molecules to Cells	
Course 3 - Circulation	
Course 4 - Homeostasis	
Course 5 - Body Regulation	
Course 6 - Repro and GU	
Course 7 - Neurology	
Course 8 - Life Stages	
Course 9 - Integrated Systems	

My files > CBL > CBL Design and Planning

	Name ↑
Exam	
Week 1 - Back pain sciatica	
Week 2 - Upper Extremity Injury	
Week 3 - GSW thorax	
Week 4 - Hernia	

My files > CBL > CBL Design and Planning > Blue sheets and cases

	Name ↑
Older Versions	
Course 1 - Bluesheet 1 - Back Pain.docx	
Course 1 - Case 1 - Back Pain Facilitator Guide CLS done.docx	



Create a calendar that works
for you

SUN	MON	TUE	WED	THU	FRI
1	2	3	4	5	6
Cats flea medicine 70°/91° AOC AOC-2, 7am Labor Day 68°/82°	Pay Duke Energy via CC or vi Trash and Recyc out	60°/80°	59°/79° AOC AOC-2, 7am	Ashok Shenvi Bday 1948 62°/79°	66°/68°
Church 9 – 10:30am Preschool church 10:45 – 11:45am Adrian haircut 11:30am – 12:30pm Walgreens, 1:30pm	Church at Carolina Theater 9 – 10:30am Pilates - waitlist 11am – 12pm Walk Winston, A's walk dogs., 12pm	CC Community Day 8:30am CBL Instructor Eval GEDC meeting 10 – 11am A's walk dogs., 12pm NAP Team call 1:05pm, Microsoft Teams M Small Group Consulting Meet 2pm, Microsoft Teams Meet	MS 2 CBL Faculty Development 9 – 10am CLS on call for Adrian spanish 10am – 12pm Walk Winston, 11:30am A's walk dogs., 12pm Justin Myers and Christina Sh Ingrid Lim and Christina Shen Stephanie Glasgow and Christi	Anniversary video 9 – 10am Tim FW mat 10:30am FW 10:30am UVM EM 10:30am Walk Winston, 11am A's walk dogs., 12pm CP Reformer Flow 1pm, Club Pilates D	CBL Course Eval Send Date Digital Organi 11am, https://zoom.us/j/1 Speak on pane A's walk dogs., 12pm Heather Tarantino, Kelly Smith Hippo Education Pre-pro mee Hippo Education Pre-pro mee Schedule block, 2:30pm Ellie to Raleigh party. Wear swimsuit and bring party/dancing dress to change into also sleepover option 3 – 8pm 94 Lakeshore Dr Alia and Evan to Dr's office f
UNC EMAP 2:30 – 11:30pm Prep digital org ppt 3:30 – 4:30pm Plan UVM thing 4:30 – 5:30pm Course 8 and 9 5:30 – 9:15pm	UNC EMAP 2:30 – 11:30pm GEDC Cd 3 – 4:20pm https://us02web.zoom.us/j/89 GEDA powerpoints and ping speakers 4:30 – 6:45pm	Adrian w 3:30 – 4:30pm Angie/Christi 3:30 – 4:30pm Megan Donovan and Christina 3:30 – 4:30pm Schedule block, 4:30pm	Adrian walk d 3:30 – 4:30pm Call Chase RE AF or retentio 4 – 6pm Apply for ACEP, SAEM, and EUSEM 4 – 6pm HS Youth group 6:30 – 8pm	Call Capi 3:30 – 4:30pm FP Committee Meeting 3:30 – 5pm zoom (see notes) Do laundry 5 – 6pm Small group 6 – 8pm Alia babysit 6 – 7pm	AOE Adm 3:30 – 4:30pm Adrian walk d 3:30 – 4:30pm Alia and Evan to Dr's office f

SUN	MON	TUE	WED	THU	FRI
1	2	3	4	5	6
Cats flea medicine 70°/91° AOC AOC-2, 7am 68°/82°	Pay Duke Energy via CC or vi Labor Day	60°/80°	59°/79° AOC AOC-2, 7am CRE Exam (Patient Course), 8	Ashok Shenvi Bday 1948 62°/79°	66°/68°
		CBL Instructor Eval Send out GEDC meeting 10 – 11am	MS 2 CBL Faculty Development 9 – 10am CLS on call for CBL 10am – 12pm		CBL Course Eval Send Date (F)
Adrian haircut 11:30am – 12:30pm	Pilates - waitlist 11am – 12pm		Time FW: FW: UVM EM man: 10:3 man: 10:3 10:3 10:30am CRE 11am	Digital Organi Speak on pan: 11am, https://zoom.us/j/1	
Walgreens, 1:30pm		NAP Team call 1:05pm, Microsoft Teams Me Small Group Consulting Meet 2pm, Microsoft Teams Meetin	Justin Myers and Christina Sh Ingrid Lim and Christina Shen Stephanie Glasgow and Chris	CP Reformer Flow 2 (50 Mins 1pm, Club Pilates Durham 112	Heather Tarantino, Kelly Smit Hippo Education Pre-pro mee Hippo Education Pre-pro mee
UNC EMAP 2:30 – 11:30pm Prep digital org ppt 3:30 – 4:30pm Plan UVM thing 4:30 – 5:30pm Course 8 and 9 5:30 – 9:15pm	UNC EMAP 2:30 – 11:30pm GEDC Core 3 – 4:20pm https://us02web.zoom.us/j/ GEDA powerpoints and ping speakers 4:30 – 6:45pm	Angie/Christina meeting RE A Megan Donovan and Christina 3:30 – 4:30pm Schedule block, 4:30pm	UNC EMAP 2:30 – 11:30pm Call Capital va Call Chase RE AF or retentio Apply for ACEP, SAEM, and EUSEM 4 – 6pm	UNC EMAP 2:30 – 11:30pm AOE Admin M FP Committee Meeting 3:30 – 5pm zoom (see notes)	Schedule block, 2:30pm Alia and Evan to Dr's office fo

Streamline meeting scheduling



Calendly



Christina Shenvi

30min meeting with Christina Shenvi

⌚ 30 min

Zoom
link: <https://us02web.zoom.us/j/81990216593>

Select a Date & Time

POWERED BY Calendly

September 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Time zone

⌚ Eastern Time - US & Canada (5:47pm) ▾

[Cookie settings](#) [Report abuse](#)

For 1:1 meetings, completely automates it.
Can also make “doodle” style polls.

Streamline meeting scheduling



Calendly

«

+ Create

Event types

Meetings

Availability

Contacts

Workflows

Integrations & apps

Routing

My Calendly

Find event types

Christina Shenvi
<https://calendly.com/clshenvi>

+ New Event Type

1hr meeting with Christina Shenvi
1 hr, One-on-One
[View booking page](#)

GEDC Consulting Engagement
1 hr, One-on-One
[View booking page](#)

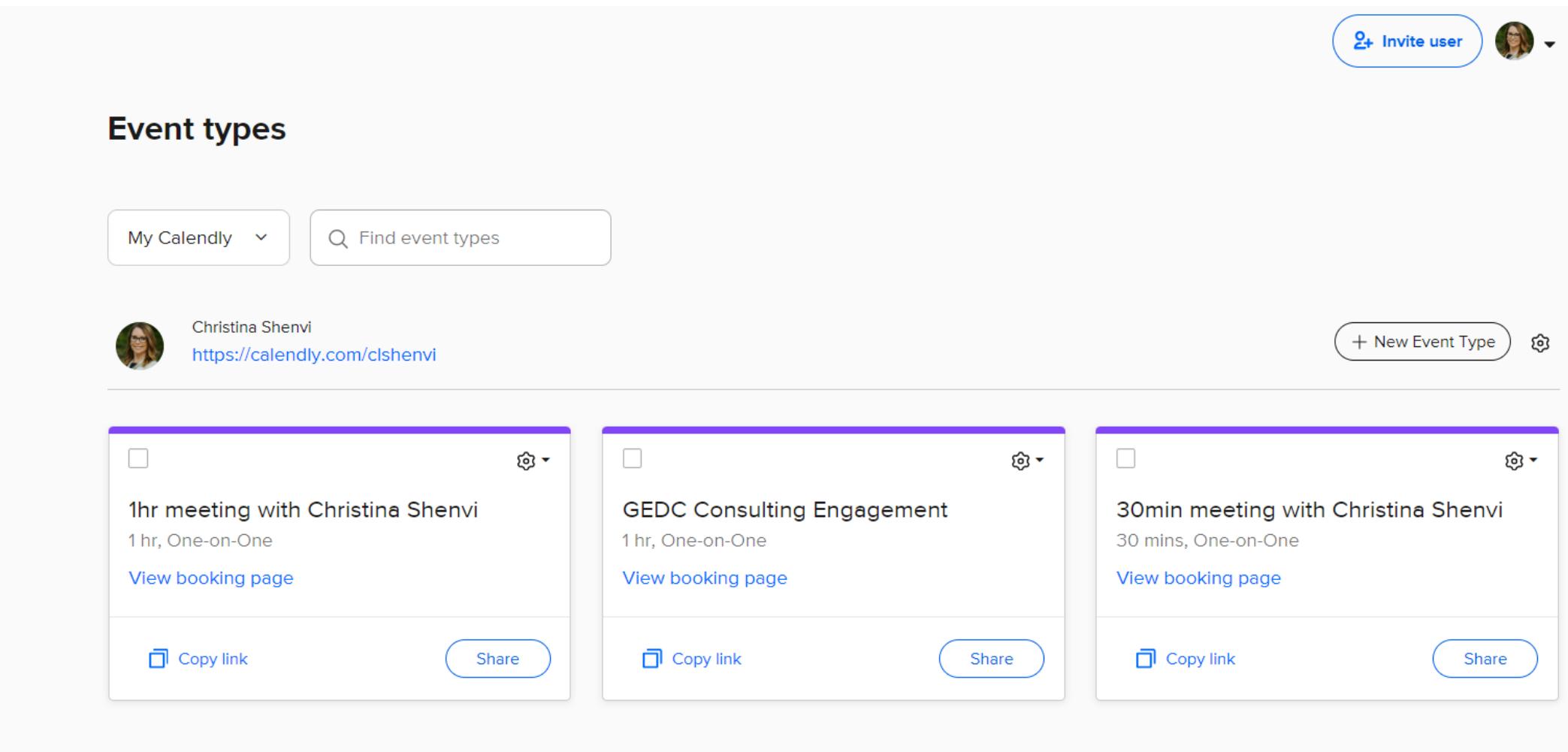
30min meeting with Christina Shenvi
30 mins, One-on-One
[View booking page](#)

Copy link Share

Copy link Share

Copy link Share

© Christina Shenvi, MD, PhD, MBA





Magical text expander

Make dot
phrases for
your life

- Chrome extension
- Can use in webmail or any other online site
- Create 'dot phrases' for things you type frequently
 - Email phrases
 - Address/telephone
 - Common emails you send

Digital Organization

- Architect your day with deep and shallow work
- Organize your **digital space**
 - Organize your email
 - Organize your files
 - Organize your shared files
- Organize your **calendar**
 - Calendly
- Time-saver
 - Magical text expander.





Christina Shenvi, MD, PhD, MBA
cshenvi@med.unc.edu
timeforyourlife.org
@clshenvi

Thank You!