



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

✓ @ Deadlines

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

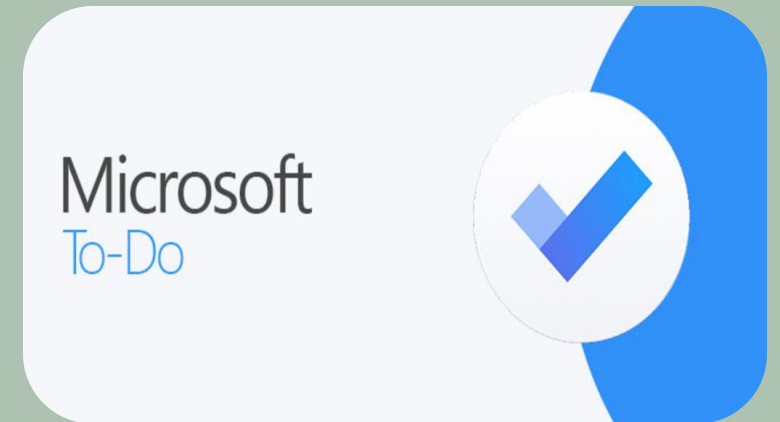
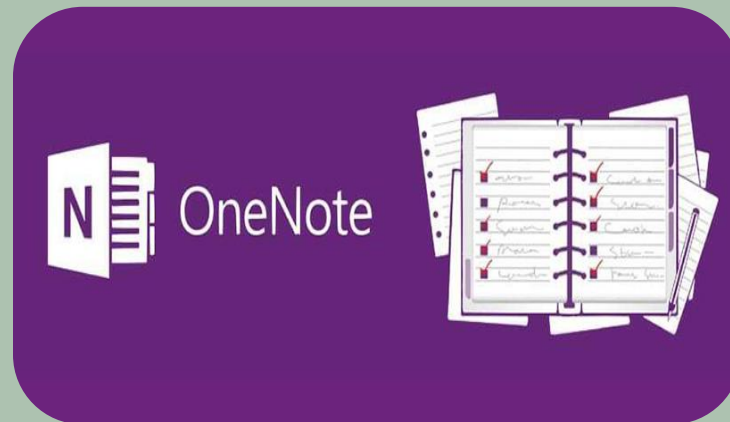
> 2024.05.03 AUA

2024.05.10 Writing Workshop

2024.05.16 Evening of Scholarship

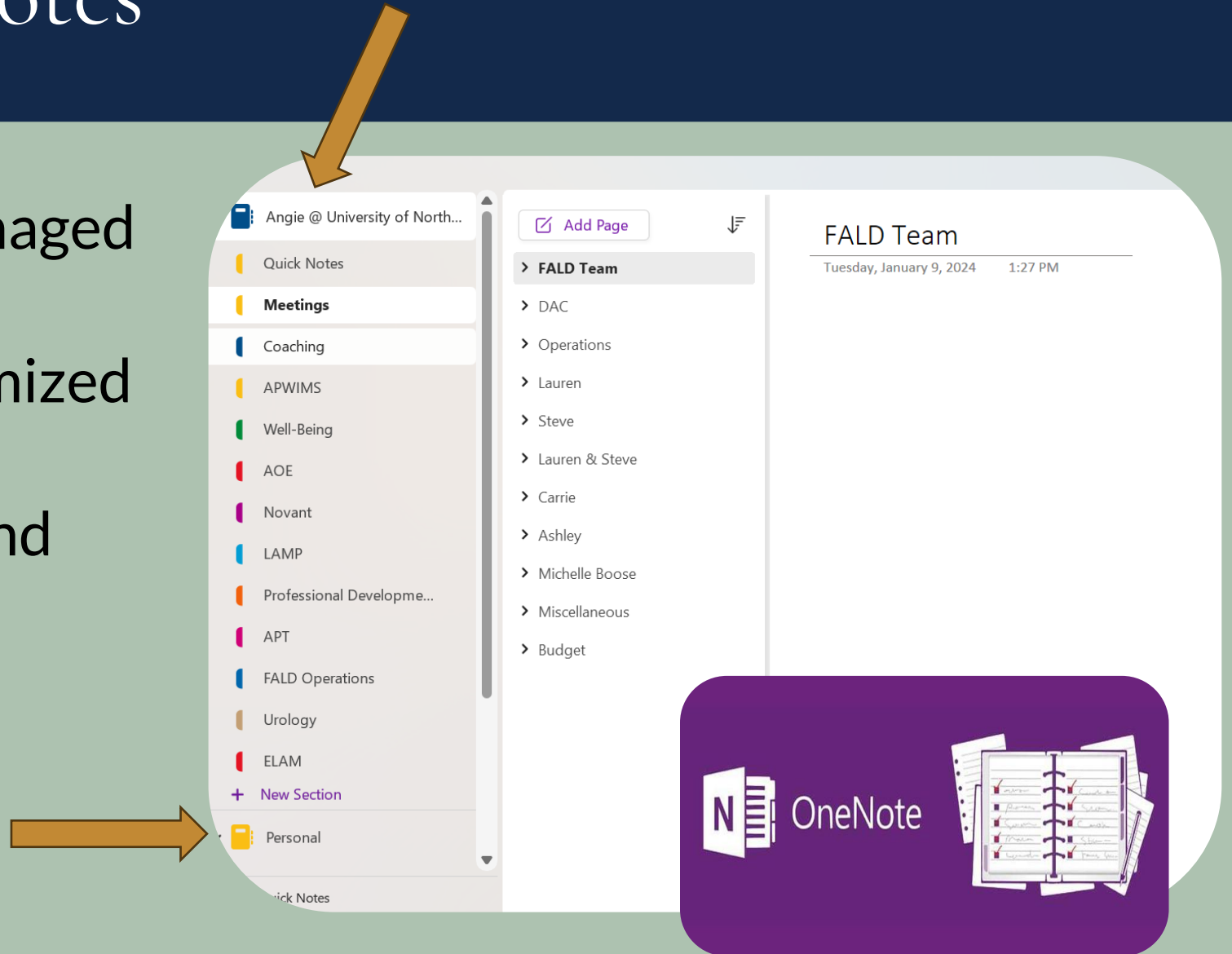
How I Manage Tasks

- 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!

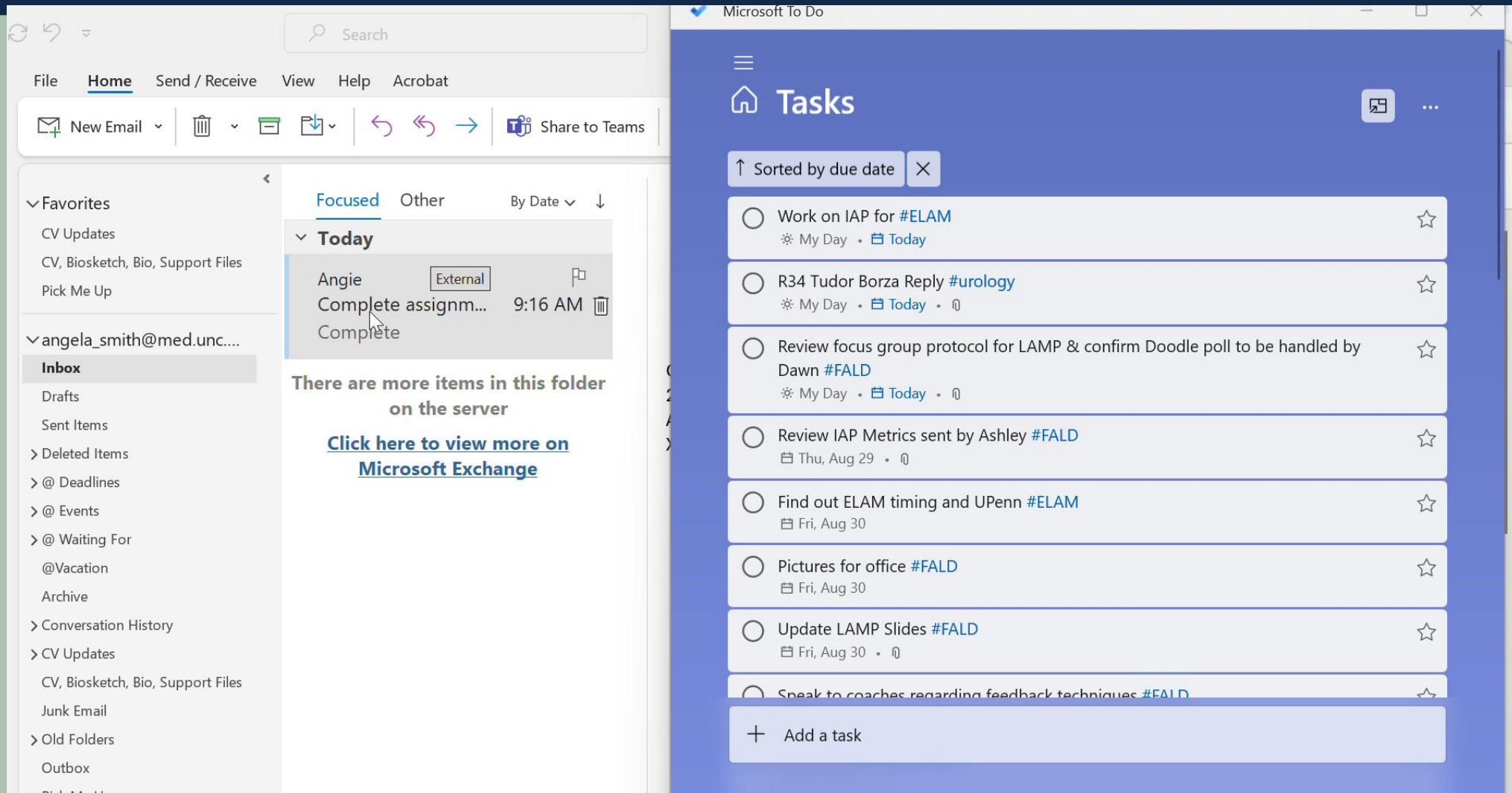


How I Manage Notes

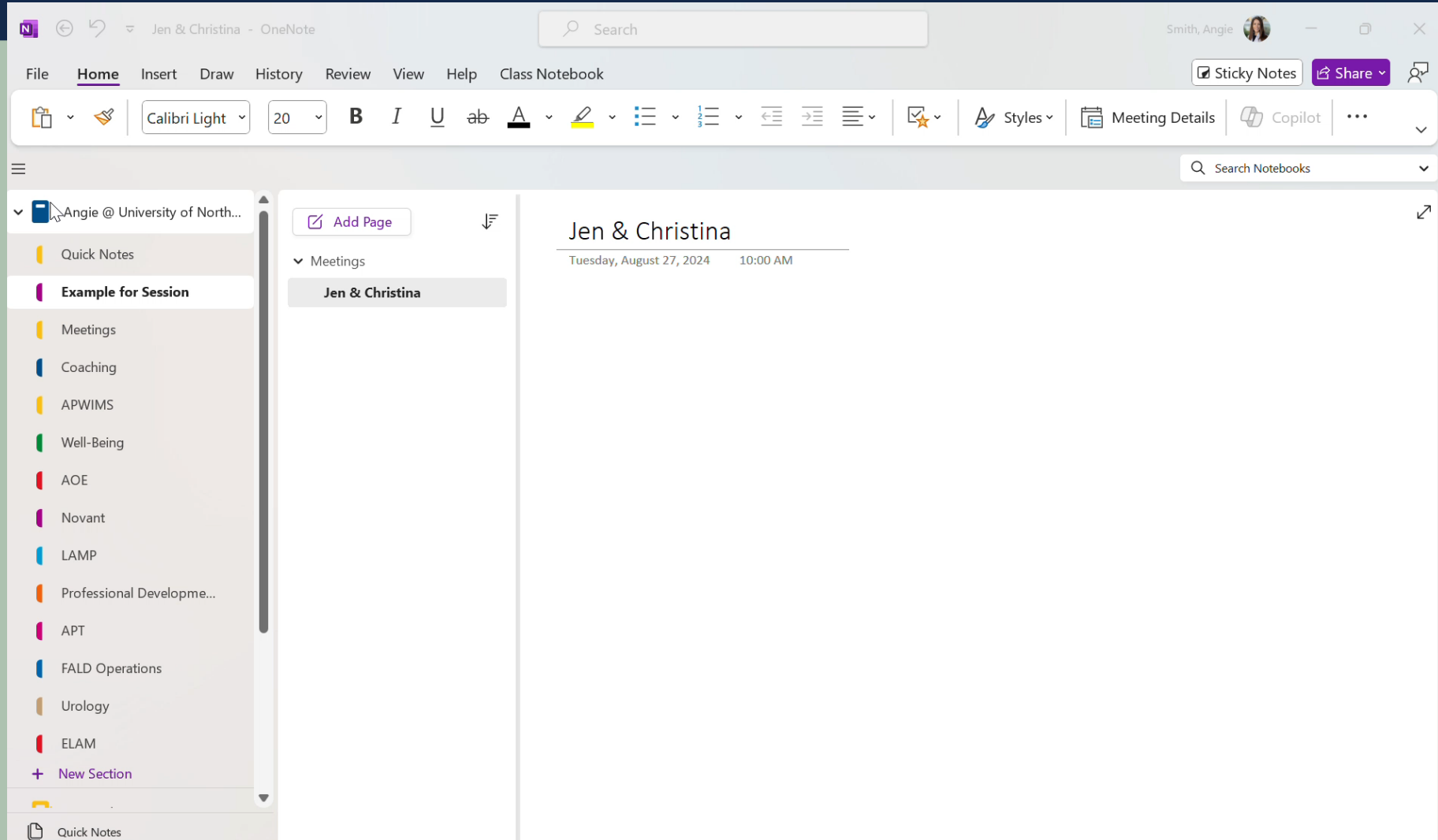
- All of my notes are managed in OneNote
- Searchable with customized organization
- I have separate work and personal OneNote “notebooks”



Microsoft Outlook & To Do



Microsoft OneNote & To Do



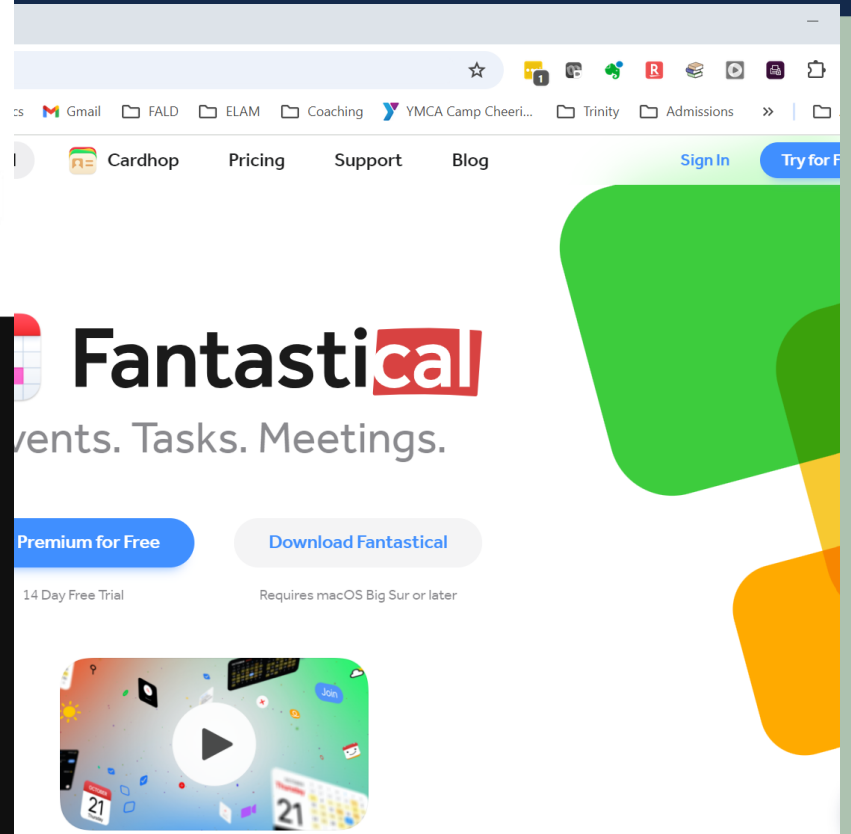
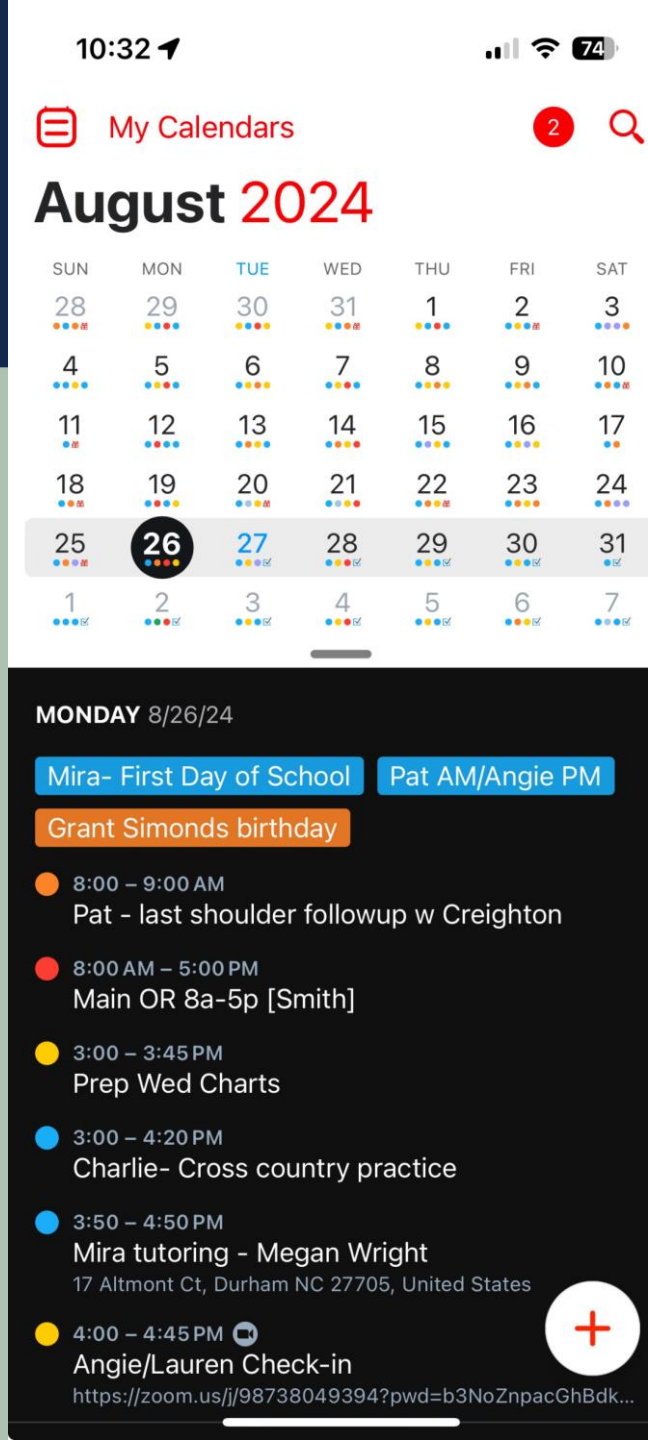
How I Manage Files

- 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



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

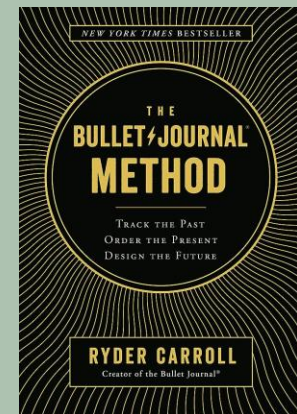
Daily

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

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



Thank you!



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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



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



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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

Different
Boards

The screenshot shows the Trello 'Tasks' board interface. The top navigation bar includes 'Trello', 'Workspaces', 'Recent', 'Starred', 'Templates', and 'Create'. The 'Tasks' tab is highlighted with an orange box. The sidebar on the left shows 'Trello Workspace Free' and 'Your boards' including 'Tasks' and 'Personal'. The main area displays five boards: 'Travel', 'Important Dates', 'Today', 'This week', and 'Projects'. Each board contains a list of tasks with progress bars and due dates. An orange arrow points from the text 'Different Boards' to the 'Tasks' tab in the top navigation bar.

Board	Task	Due Date
Travel	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	
Important Dates	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	
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	

Task management - Trello

Different
Boards

Trello Workspaces Recent Starred Templates Create

Trello Workspace Free

Tasks Workspace visible Board

Different lists

Travel

- 2024
- 2024: Fall - look for STW 2025 dates
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- 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
- + Add a card

Important Dates

- 2024
- 8/31/24 (9/17/24) NC rural residency reporting due
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- 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
- + Add a card

Today

- Appeal report
- Tues clinic notes
- Digital organization talk
- + Add a card

This week

- Think about phones
- Salary equity paper
- Await TDE info Margaret
- AUGS 2024 - event after? UNC event?
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- + Add a card

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

Easy to create new lists
Drag lists to different location on board

Task management - Trello

Different Boards →

Different lists

Click to add a new card

Cards in a list

Drag card to reprioritize tasks

The screenshot displays the Trello workspace interface. On the left, the sidebar shows 'Trello Workspace Free' with options for 'Boards', 'Members', 'Workspace settings', 'Workspace views' (Table, Calendar), and 'Your boards' (Tasks, Personal). The main area shows five boards: 'Travel', 'Important Dates', 'Today', 'This week', and 'Projects'. Each board contains a list of task cards. The 'Travel' board lists dates from 2024 to 2025. The 'Important Dates' board lists specific dates and events. The 'Today' board lists tasks like 'Appeal report' and 'Tues clinic notes'. The 'This week' board lists tasks like 'Think about phones' and 'Salary equity paper'. The 'Projects' board lists tasks like 'Rex GME - need FTE' and 'Rural residency funding'. Annotations include: 'Different Boards' with an orange arrow pointing to the sidebar; 'Different lists' with a blue arrow pointing to the top of the boards; 'Click to add a new card' with a blue arrow pointing to the '+ Add a card' button in the 'Today' board; 'Cards in a list' with a blue arrow pointing to a card in the 'This week' board; and 'Drag card to reprioritize tasks' with a blue arrow pointing to a card in the 'Projects' board.

Task management

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

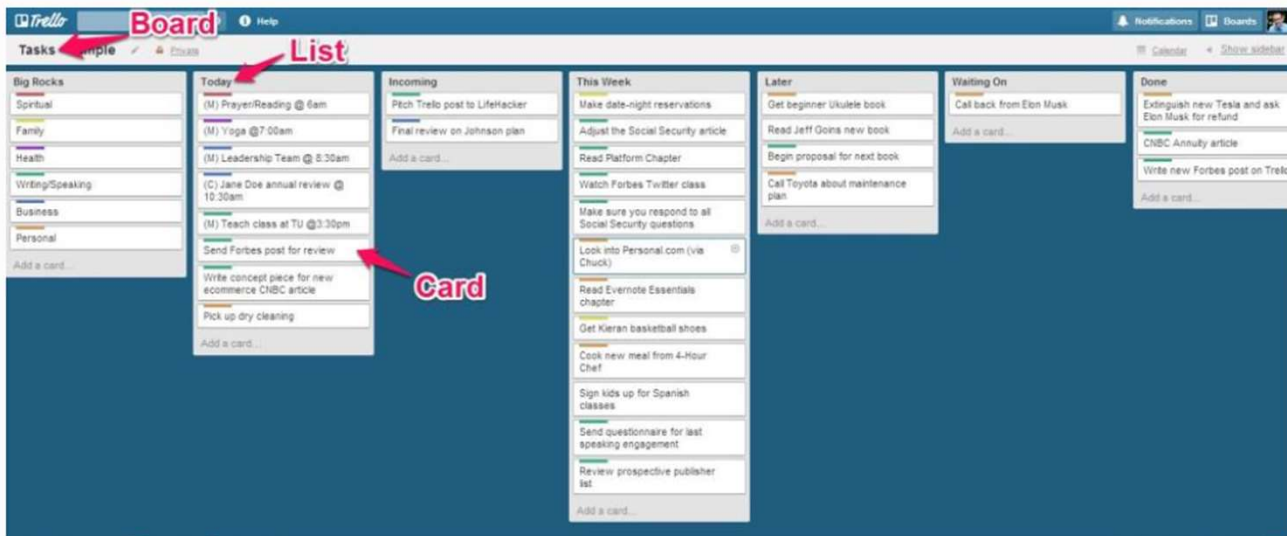


Tim Maurer Contributor
Retirement

Personal finance is more personal than it is finance.

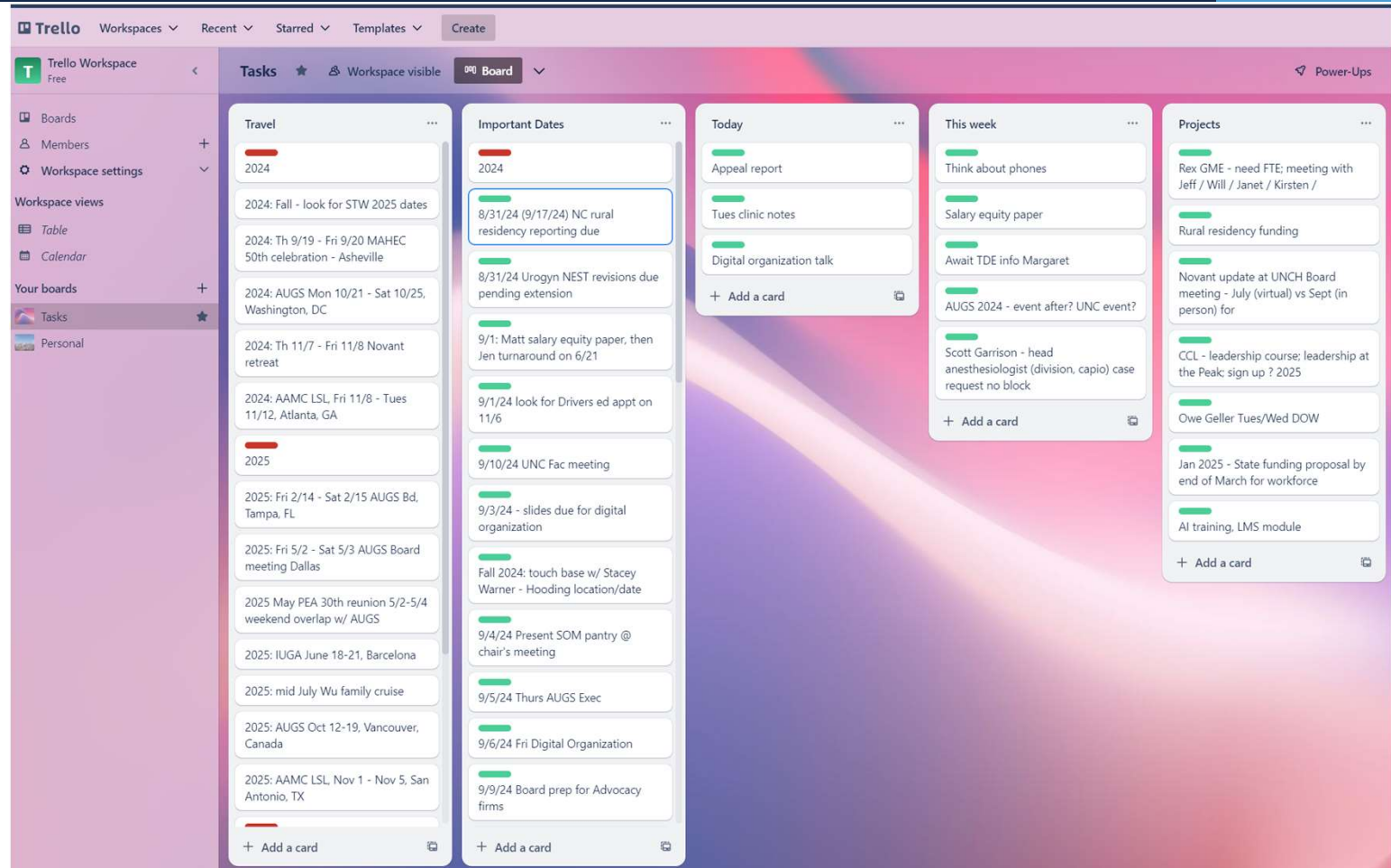
2) **Create your lists.** My lists are a conglomeration of what I've learned from Covey's *7 Habits* and Allen's *GTD*. My first list on the left is

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



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)

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, AIEduc FFRH space issuesNovant data: yesRural residency funding reportELC: annual topics		
8/28/24			

Current TTD / Calendar 2024

Agendas/Meetings

Calendar of Events

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

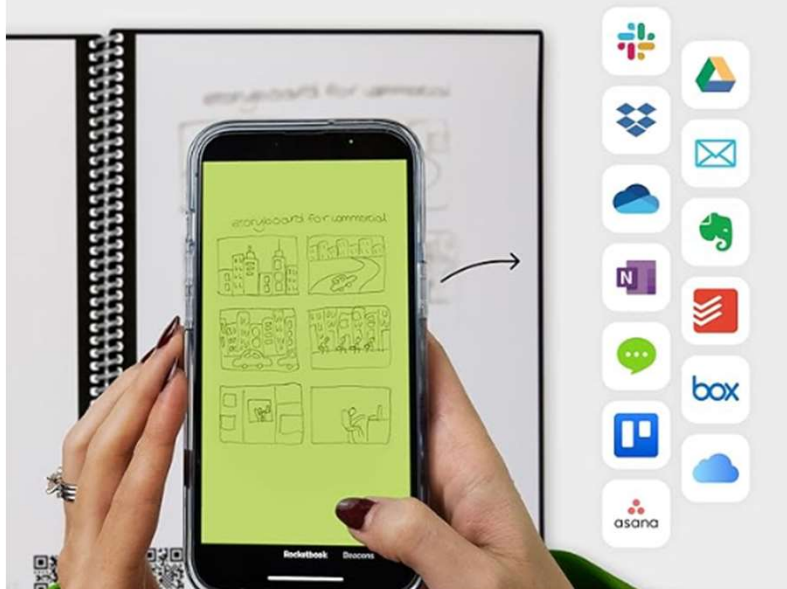
Andy Willis









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



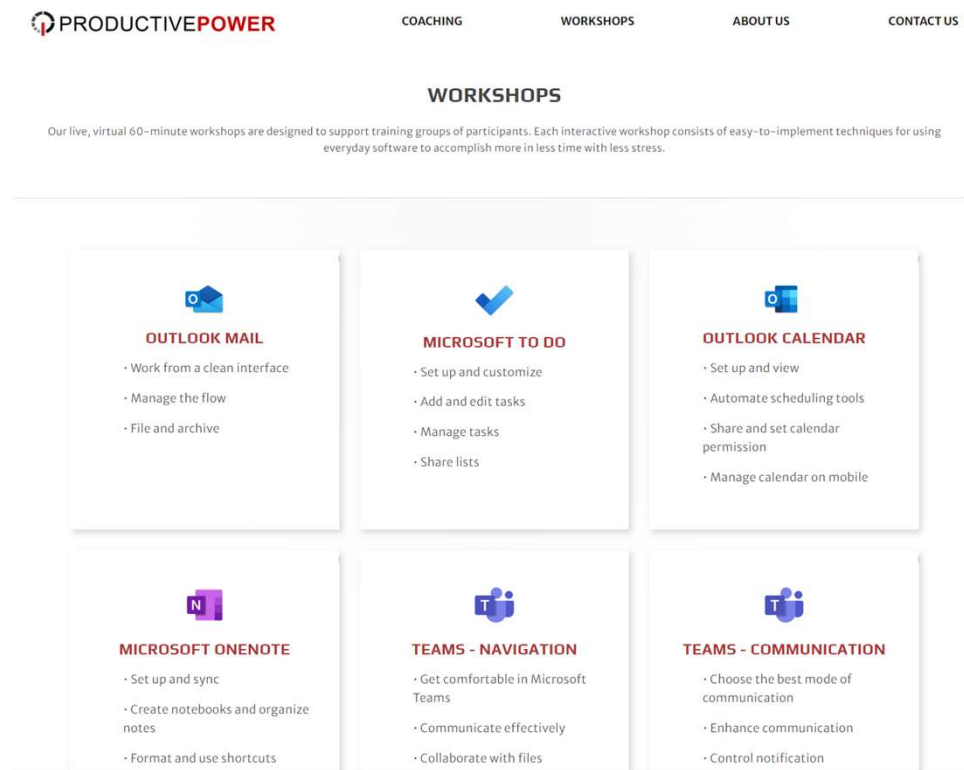
 <p>NOTEBOOK</p> <p>★★★★☆ 4.7 (181)</p> <p>Mini</p> <ul style="list-style-type: none"> • Pocket Size, for quick notes • Dot Grid Pages • 48 pages <p>1 size available \$17.99</p> <p>● ● ● ● ● +10 more</p>	 <p>NOTEBOOK</p> <p>★★★★☆ 4.2 (30)</p> <p>Matrix</p> <p>Reusable graphing notebook, ideal for charting, diagramming, and math</p> <ul style="list-style-type: none"> • Graph Paper Pages • Available in Letter Size • Pick from 3 colors <p>1 size available \$36.99</p> <p>● ● ● ● ● +10 more</p>	 <p>NOTEBOOK + PLANNER</p> <p>★★★★☆ 4.5 (227)</p> <p>Fusion</p> <p>Productivity planner containing calendars, to-do and idea lists, goal tracker, and lined and dotted notes pages</p> <p>2 sizes available From \$37.99</p> <p>● ● ● ● ● +10 more</p>	 <p>NOTEBOOK</p> <p>★★★★☆ 4.3 (301)</p> <p>Core</p> <p>Best selling notebook in either lined or dotted page types.</p> <p>2 sizes available From \$34.99</p> <p>● ● ● ● ● +10 more</p>
<p>BACK IN STOCK</p>  <p>PREMIUM NOTEBOOK</p> <p>★★★★☆ 4 (174)</p> <p>Pro</p> <p>Premium notebook with multiple page</p>	 <p>PLANNER</p> <p>★★★★☆ 4.6 (70)</p> <p>Everyday Planner</p> <ul style="list-style-type: none"> • Ideal for those looking to plan weekly. 	 <p>PLANNER</p> <p>★★★★☆ 4.3 (124)</p> <p>Panda Planner</p> <p>Build happiness, achieve your goals and stay</p>	 <p>NOTEBOOK</p> <p>★★★★☆ 4.6 (91)</p> <p>Multi Subject Notebook</p> <ul style="list-style-type: none"> • Ideal for students

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



The screenshot shows the 'PRODUCTIVEPOWER' website with a navigation bar including 'COACHING', 'WORKSHOPS', 'ABOUT US', and 'CONTACT US'. The 'WORKSHOPS' section is highlighted, featuring a description of live, virtual 60-minute workshops. Below this, there is a grid of six workshop cards, each with an icon, title, and a list of topics.

Icon	Workshop Title	Topics
Outlook Mail icon	OUTLOOK MAIL	• Work from a clean interface • Manage the flow • File and archive
Microsoft To Do icon	MICROSOFT TO DO	• Set up and customize • Add and edit tasks • Manage tasks • Share lists
Outlook Calendar icon	OUTLOOK CALENDAR	• Set up and view • Automate scheduling tools • Share and set calendar permission • Manage calendar on mobile
Microsoft OneNote icon	MICROSOFT ONENOTE	• Set up and sync • Create notebooks and organize notes • Format and use shortcuts
Microsoft Teams icon	TEAMS - NAVIGATION	• Get comfortable in Microsoft Teams • Communicate effectively • Collaborate with files
Microsoft Teams icon	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

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



A blue-tinted image of a robotic arm hovering over a keyboard. The text "The system should work for you." is overlaid in white, with a horizontal line underneath the phrase "work for you.".

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.



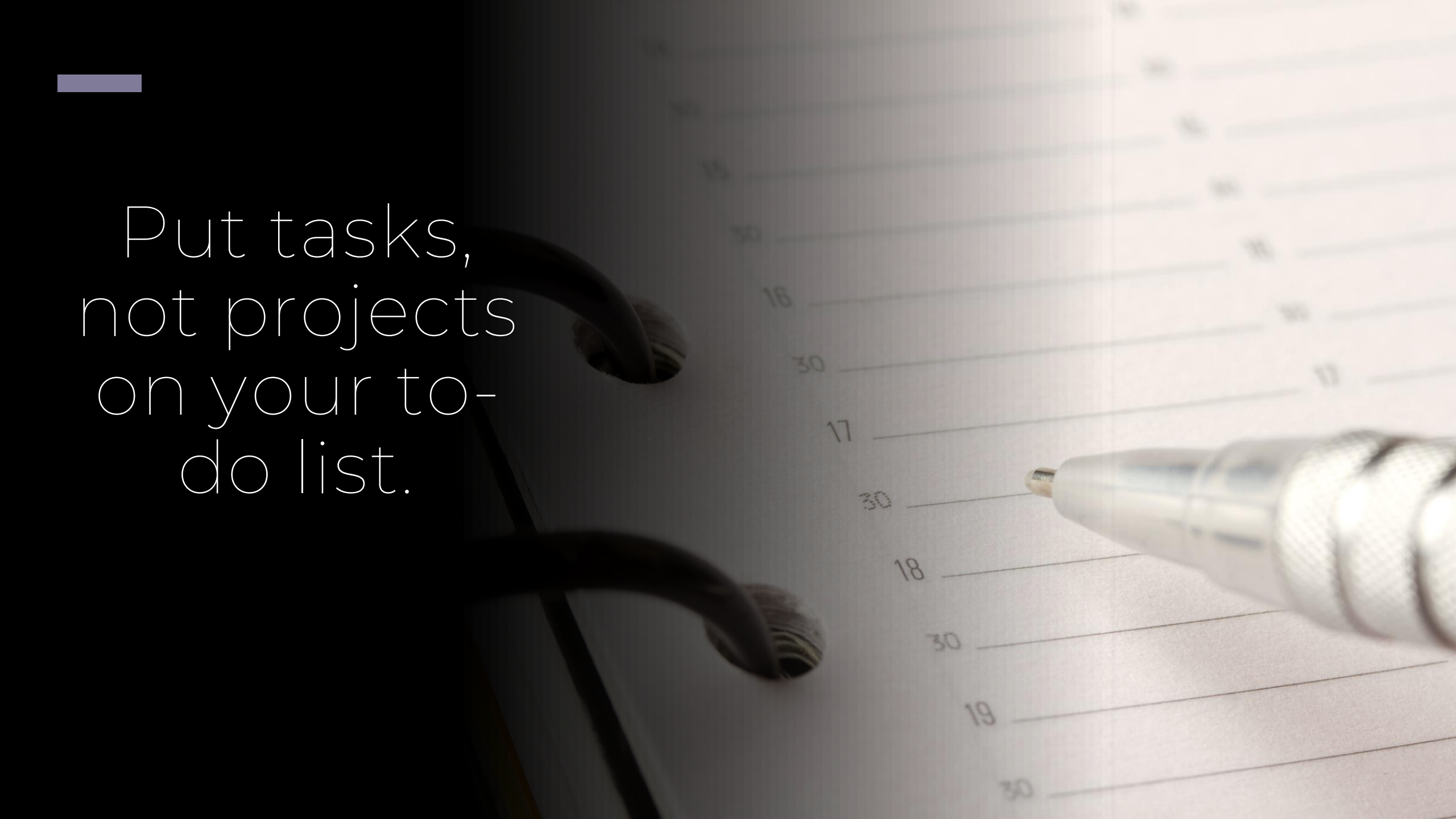
Batch your deep and shallow tasks





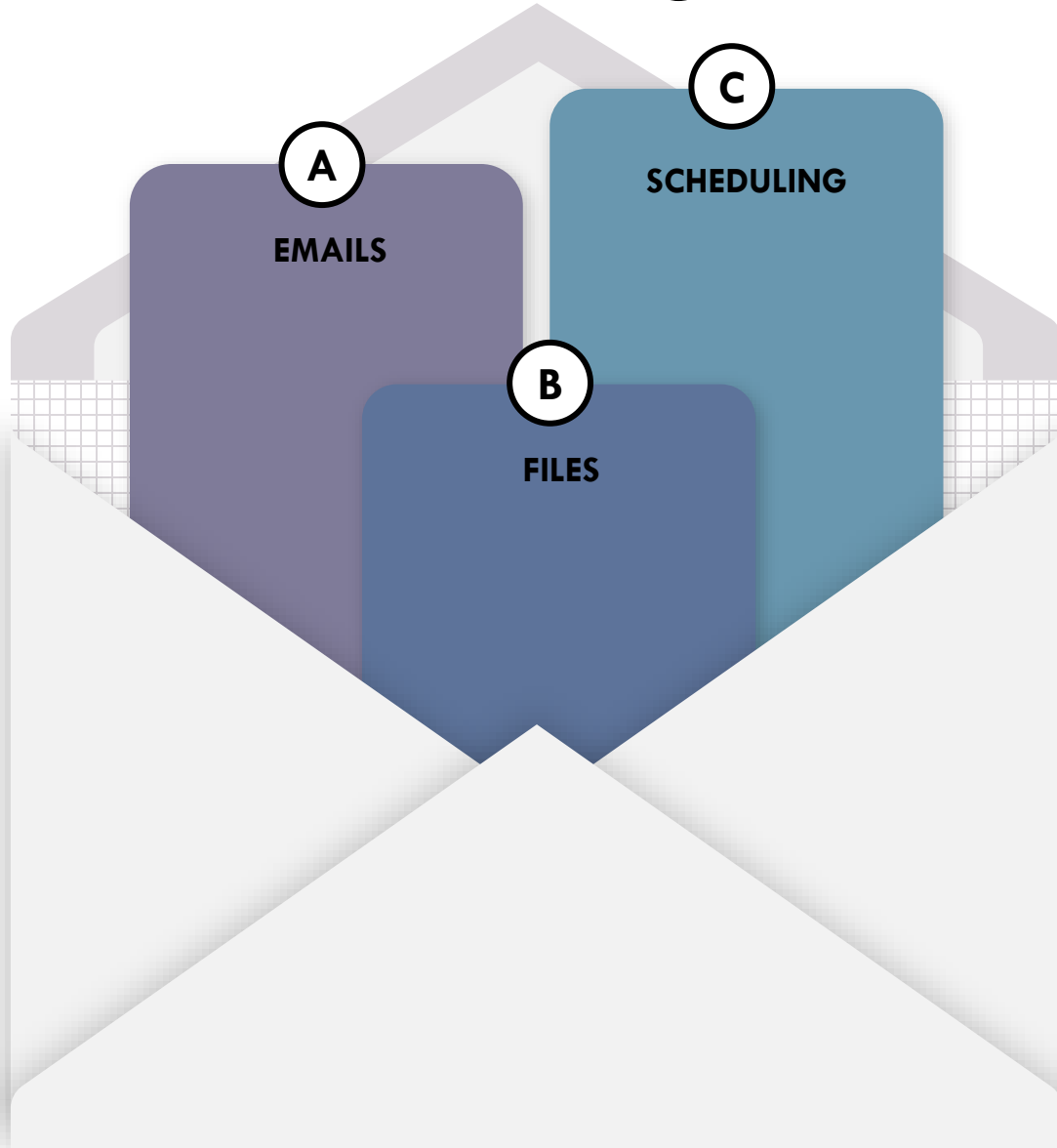
My approach

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



A

EMAILS

Schedule email time.

Magical text expander for frequent phrases or emails

B

FILES

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

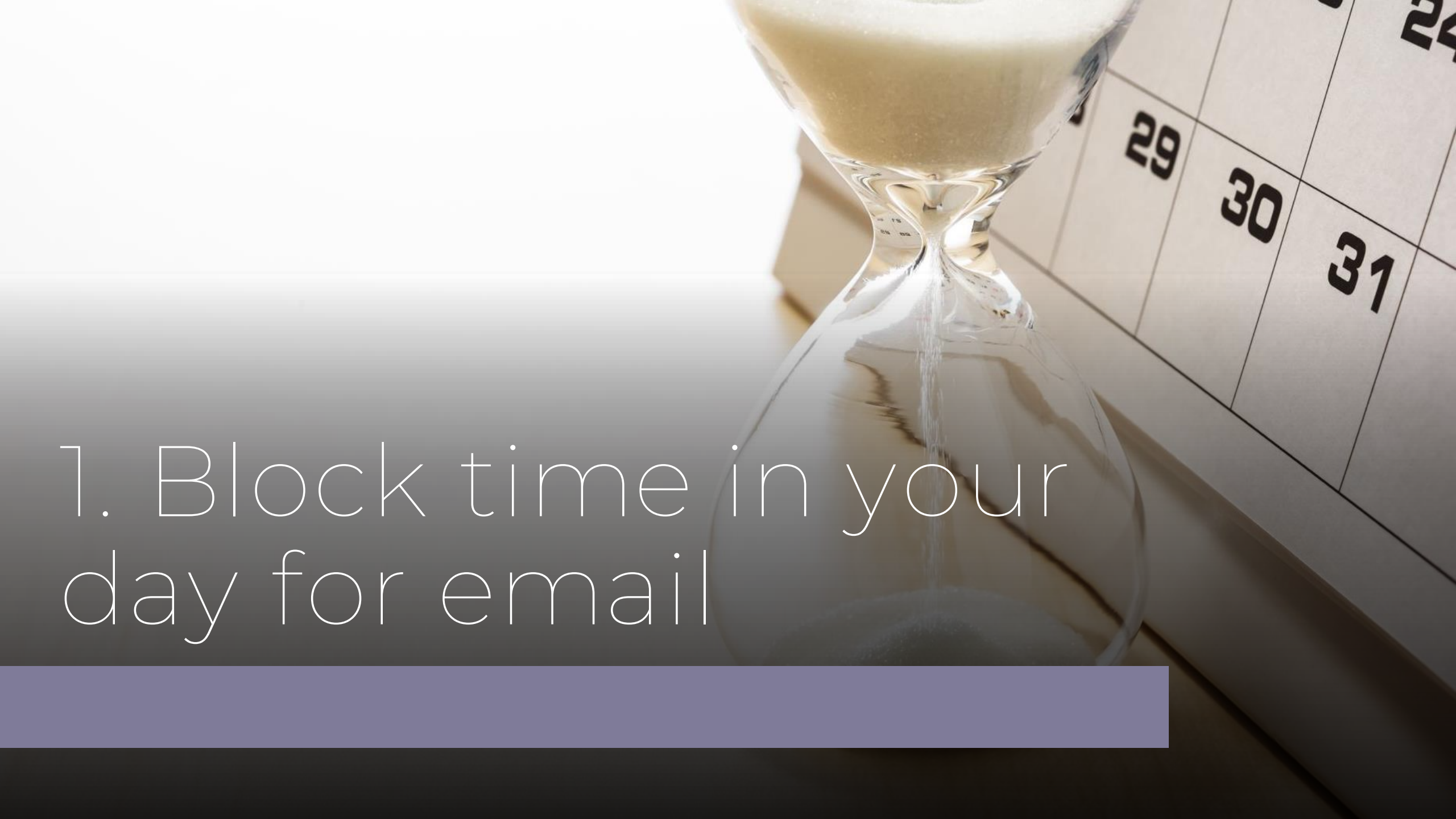
C

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

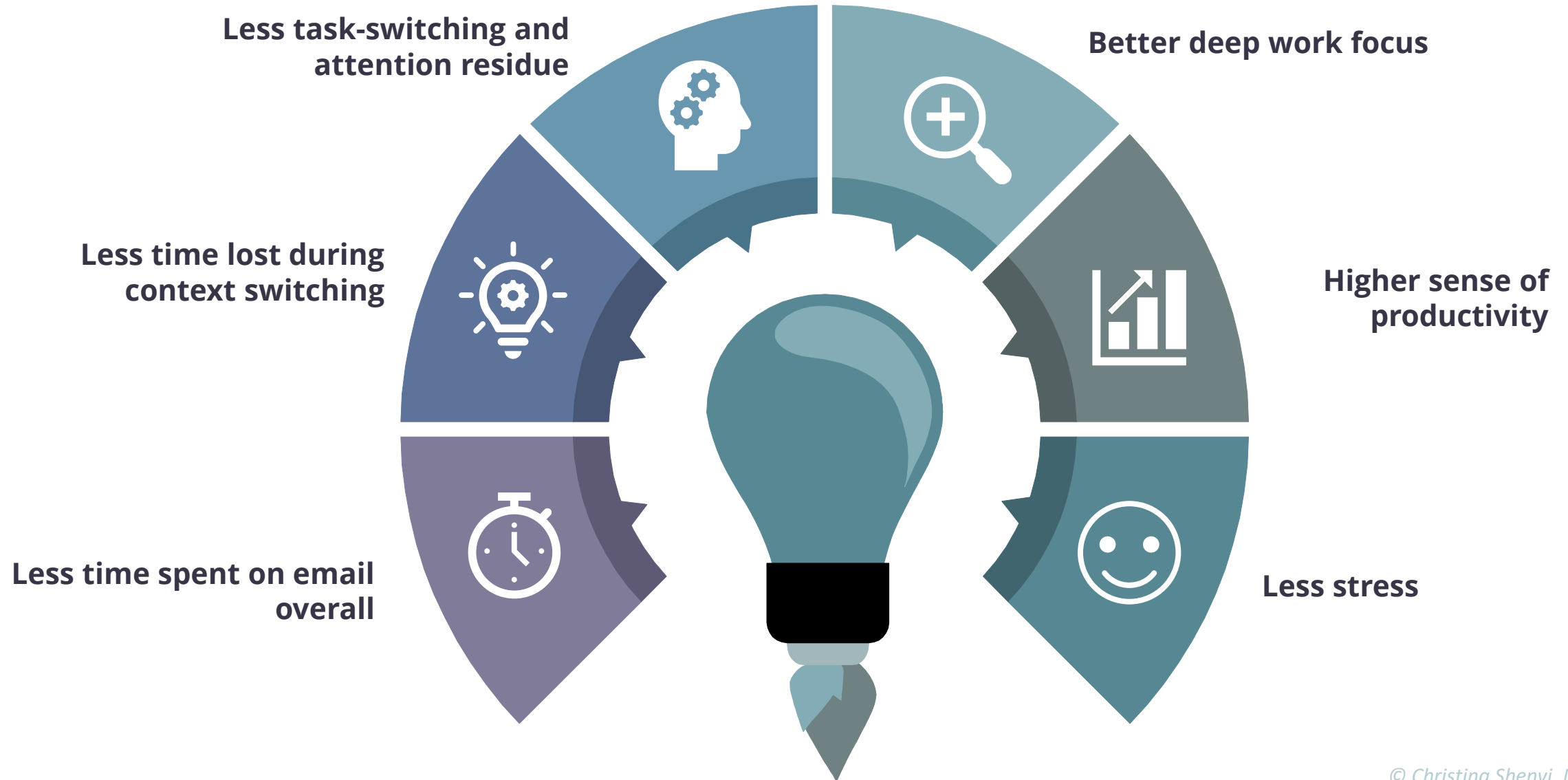


20% LESS time spent on email overall



Lower levels of stress

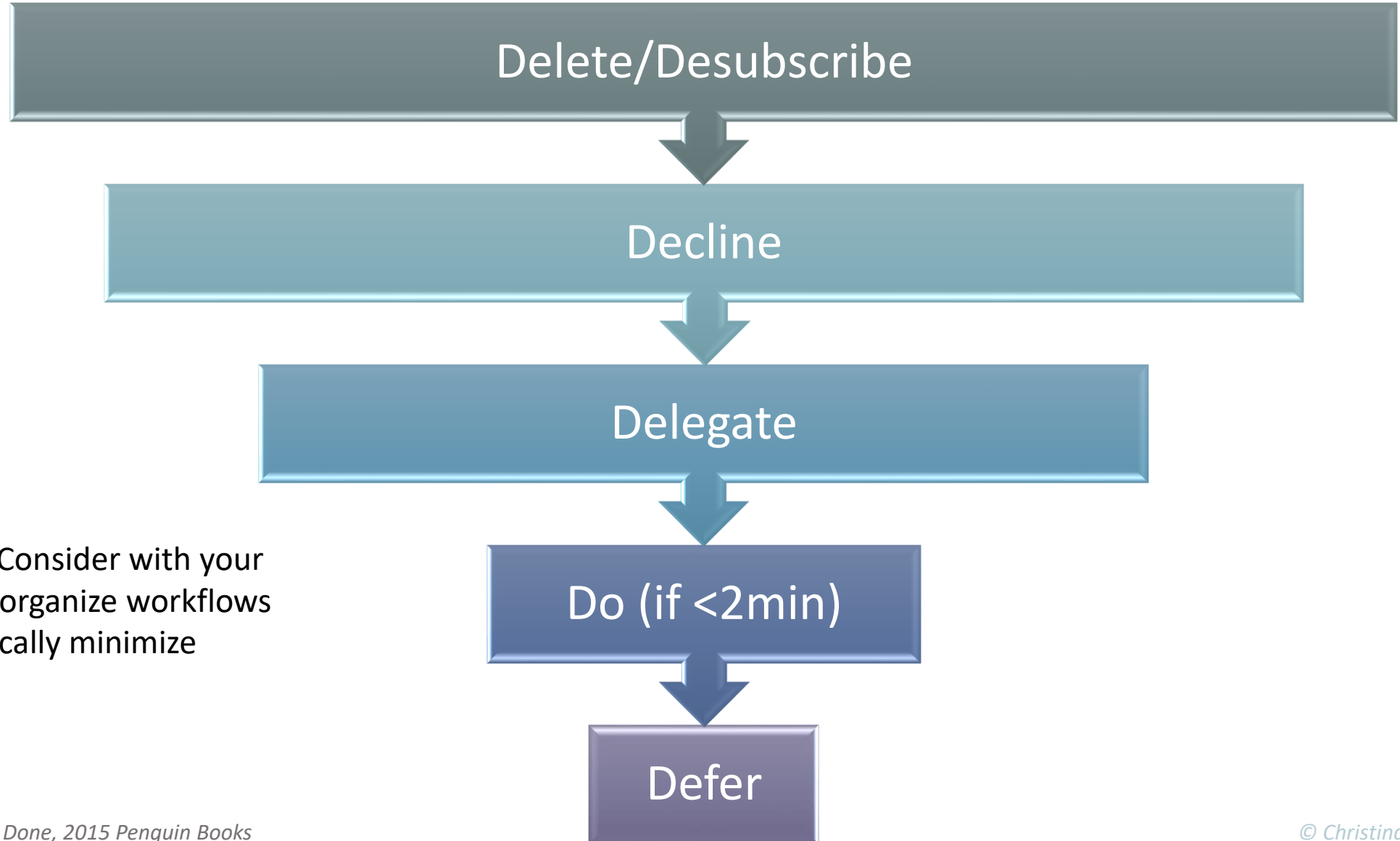
Why managing your inbox well is critical



2. Turn off
notifications!



3. Have a reliable email strategy

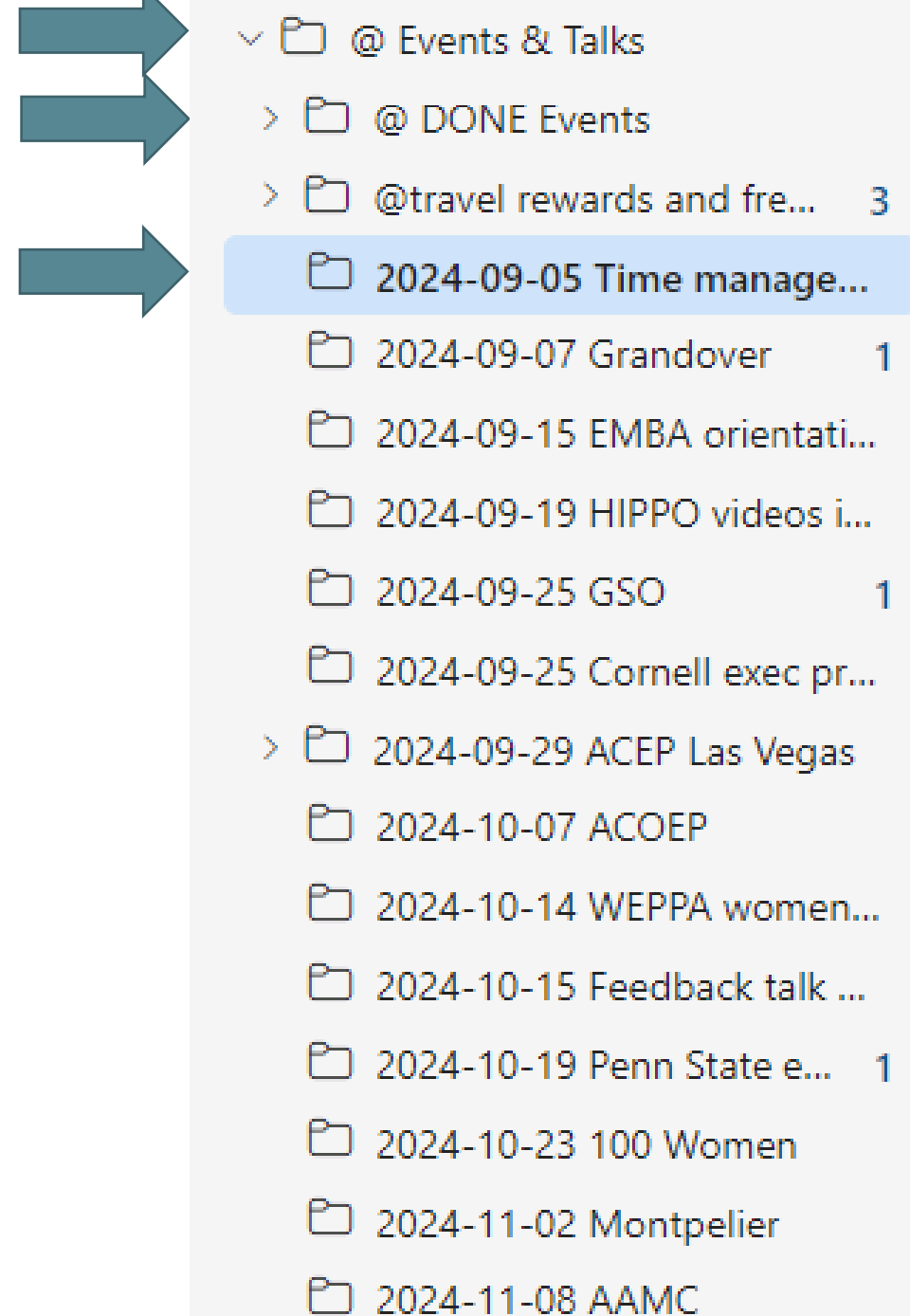


Longer term: Consider with your team ways to organize workflows and systematically minimize emails.

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



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.

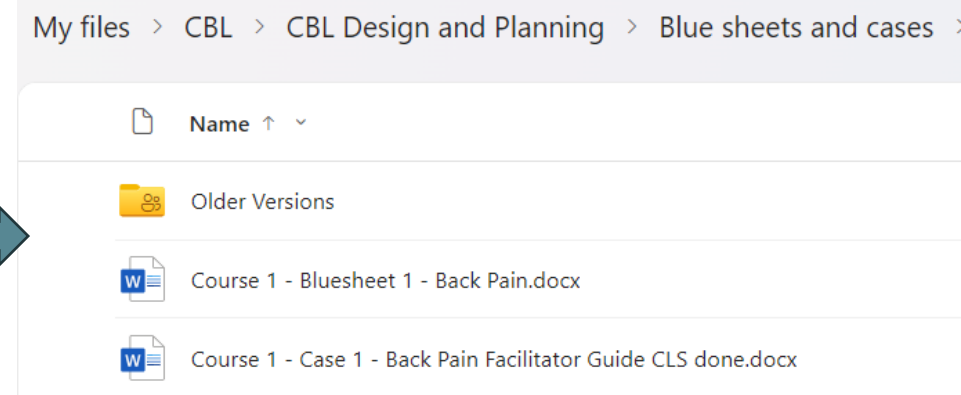
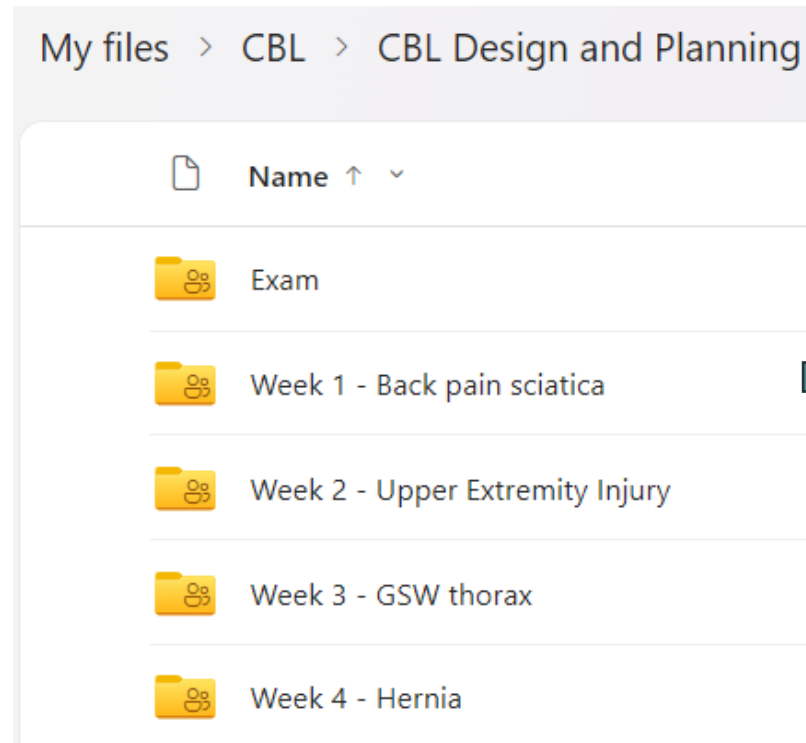
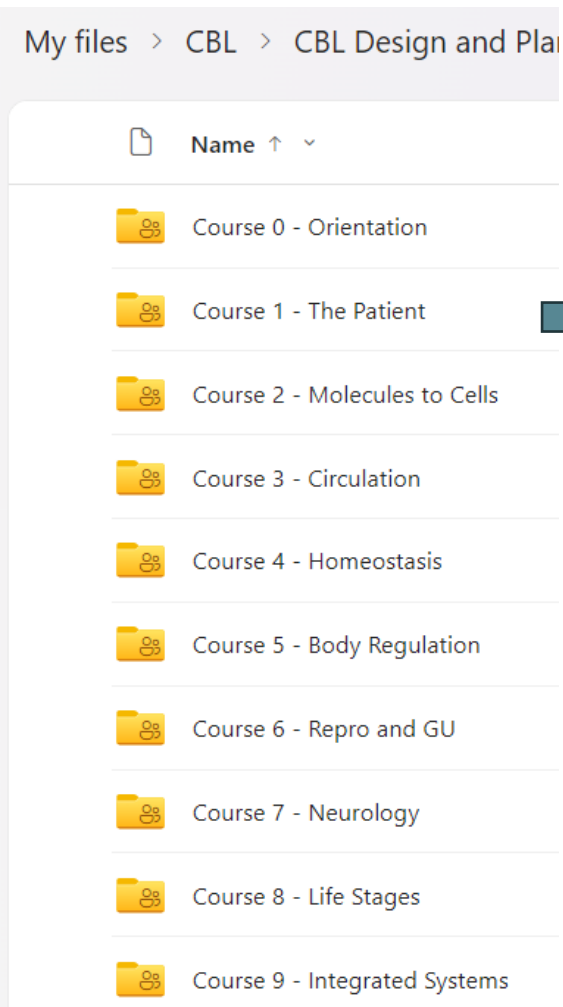


Have clear deadlines for shared projects

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





Create a calendar that works
for you


SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6
Cats flea medicine	Pay Duke Energy via CC or vi	☀️ 60°/80°	☁️ 59°/79°	Ashok Shenvi Bday 1948	☁️ 66°/68°
☀️ 70°/91°	Trash and Recyc out		AOC AOC-2, 7am	☁️ 62°/79°	
AOC AOC-2, 7am	Labor Day				
	☀️ 68°/82°				
Church 9 – 10:30am		CC Community Day 8:30am			
Church at Carolina Theater 9 – 10:30am		CBL Instructor Eval	MS 2 CBL Faculty Development 9 – 10am	Anniversary video 9 – 10am	CBL Course Eval Send Date
Preschool church 10:45 – 11:45am		GEDC meeting 10 – 11am	CLS on call for 10am – 12pm		
Adrian haircut 11:30am – 12:30pm	Pilates - waitlist 11am – 12pm		Adrian spans 10 – 11am	Tim ma 10:30 em 10:30 FW 10:30 FW 10:30 UVM E 10:30 Pilates 11am CRB 11am	Digital Organi 11am, https://zoom.us/j/
	Walk Winston,	A's walk dogs., 12pm	Walk Winston, 11:30am	Walk Winston, 11am – 11am	A's walk dogs., 12pm
	A's walk dogs., 12pm		A's walk dogs., 12pm	A's walk dogs., 12pm	
Walgreens, 1:30pm		NAP Team call 1:05pm, Microsoft Teams M	Justin Myers and Christina Sh	CP Reformer Flow 1pm, Club Pilates D	Heather Tarantino, Kelly Smith
		Small Group Consulting Meet 2pm, Microsoft Teams Meet	Ingrid Lim and Christina Shen		Hippo Education Pre-pro mee
UNC EMAP 2:30 – 11:30pm	UNC EMAP 2:30 – 11:30pm	Angie/Christi	UNC EMAP 2:30 – 11:30pm	UNC EMAP 2:30 – 11:30pm	Schedule block, 2:30pm
Prep digital org ppt 3:30 – 4:30pm	GEDC Co 3 – 4:20pm https://us02web.zoom.us/j/89	Megan Donovan and Christina	Call Chase RE AF or retention	FP Committee Meeting 3:30 – 5pm zoom (see notes)	Ellie to Raleigh party. Wear swimsuit and bring party/dancing dress to change into also sleepover option 3 – 8pm 94 Lakeshore Dr
Plan UVM thing 4:30 – 5:30pm	GEDA powerpoints and ping speakers 4:30 – 6:45pm	Schedule block, 4:30pm	Apply for ACEP, SAEM, and EUSEM 4 – 6pm	Do laundry 5 – 6pm	Alia and Evan to Dr's office f
Course 8 and 9 5:30 – 9:15pm			HS Youth group 6:30 – 8pm	Small group 6 – 8pm 103 Victorian Durham, NC	
				Alia babysit 6 – 7pm	

SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6
Cats flea medicine	Pay Duke Energy via CC or vi	☀️ 60°/80°	☁️ 59°/79°	Ashok Shenvi Bday 1948	☁️ 66°/68°
☁️ 70°/91°	Labor Day		AOC AOC-2, 7am	☁️ 62°/79°	
AOC AOC-2, 7am	☁️ 68°/82°				
			CRE Exam (Patient Course), 8		
		CBL Instructor Eval Send out	MS 2 CBL Faculty Developme 9 – 10am		CBL Course Eval Send Date (P
		GEDC meeting 10 – 11am	CLS on call for CBL 10am – 12pm		
	Pilates - waitlist 11am – 12pm			Time man ment 10:30am	Digital Organi 11am, https://zoom.us/j/
Adrian haircut 11:30am – 12:30pm				FW: 10:3 10:3 FW: 10:3 10:3 UVM EM 11am CRE 11am	Speak on pane
		NAP Team call 1:05pm, Microsoft Teams Me	Justin Myers and Christina Sh Ingrid Lim and Christina Shen	CP Reformer Flow 2 (50 Mins 1pm, Club Pilates Durham 112	Heather Tarantino, Kelly Smith
Walgreens, 1:30pm		Small Group Consulting Meet 2pm, Microsoft Teams Meeting	Stephanie Glasgow and Chris		Hippo Education Pre-pro mee
UNC EMAP 2:30 – 11:30pm	UNC EMAP 2:30 – 11:30pm	Angie/Christina meeting RE A	UNC EMAP 2:30 – 11:30pm	UNC EMAP 2:30 – 11:30pm	Hippo Education Pre-pro mee
Prep digital org ppt 3:30 – 4:30pm	GEDC Core 3 – 4:20pm https://us02w eb.zoom.us/j/	Megan Donovan and Christina 3:30 – 4:30pm	Call Capital va	AOE Admin M	Schedule block, 2:30pm
Plan UVM thing 4:30 – 5:30pm	GEDA powerpoints and ping speakers 4:30 – 6:45pm	Schedule block, 4:30pm	Call Chase RE AF or retention 4 – 6pm	FP Committee Meeting 3:30 – 5pm zoom (see notes)	
Course 8 and 9 5:30 – 9:15pm					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>

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

Select a Date & Time

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) ▼

powered by Calendly

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

Streamline meeting scheduling



«

[+ 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](#)

 Copy link


[Share](#)

☐

GEDC Consulting Engagement

1 hr, One-on-One

[View booking page](#)

 Copy link


[Share](#)

☐

30min meeting with Christina Shenvi

30 mins, One-on-One

[View booking page](#)

 Copy link

[Share](#)

© Christina Shenvi, MD, PhD, MBA

Magical

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



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

Different
Boards

The screenshot displays the Trello 'Tasks' board interface. The top navigation bar includes 'Trello', 'Workspaces', 'Recent', 'Starred', 'Templates', and a 'Create' button. The 'Tasks' tab is highlighted with an orange box. The sidebar on the left shows 'Trello Workspace Free' and 'Your boards' including 'Tasks' and 'Personal'. The main workspace contains five boards: 'Travel', 'Important Dates', 'Today', 'This week', and 'Projects'. Each board lists tasks with progress bars. For example, the 'Travel' board lists dates from 2024 to 2025, including '2024: Fall - look for STW 2025 dates' and '2025: Fri 2/14 - Sat 2/15 AUGS Bd, Tampa, FL'. The 'Important Dates' board lists events like '8/31/24 (9/17/24) NC rural residency reporting due' and '9/1/24 look for Drivers ed appt on 11/6'. The 'Today' board lists 'Appeal report' and 'Tues clinic notes'. The 'This week' board lists 'Think about phones' and 'Salary equity paper'. The 'Projects' board lists 'Rex GME - need FTE; meeting with Jeff / Will / Janet / Kirsten /' and 'Rural residency funding'. Each board has an 'Add a card' button at the bottom.

Task management - Trello

Different
Boards

The screenshot shows the Trello workspace interface. On the left, the sidebar includes 'Boards', 'Members', 'Workspace settings', 'Workspace views' (Table, Calendar), and 'Your boards' (Tasks, Personal). The main area displays the 'Tasks' board with five lists: 'Travel', 'Important Dates', 'Today', 'This week', and 'Projects'. Each list contains task cards with dates and descriptions. A blue box labeled 'Different lists' with arrows points to the list headers. A blue box at the bottom right says 'Easy to create new lists' and 'Drag lists to different location on board'. An orange box labeled 'Different Boards' with an arrow points to the 'Tasks' board in the sidebar.

Trello Workspace Free

Recent Starred Templates Create

Tasks

Workspace visible Board

Power-Ups

Travel

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

+ Add a card

Important Dates

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

9/9/24 Board prep for Advocacy firms

+ Add a card

Today

Appeal report

Tues clinic notes

Digital organization talk

+ Add a card

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

+ Add a card

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

Easy to create new lists

Drag lists to different location on board

Task management - Trello

Different Boards →

Different lists

Click to add a new card

Cards in a list

Drag card to reprioritize tasks

The screenshot displays the Trello workspace interface. On the left, the sidebar shows 'Trello Workspace Free' with options for 'Boards', 'Members', 'Workspace settings', 'Workspace views' (Table, Calendar), and 'Your boards' (Tasks, Personal). The main area shows five boards: 'Travel', 'Important Dates', 'Today', 'This week', and 'Projects'. Each board contains a list of task cards. The 'Travel' board lists dates from 2024 to 2025 with specific travel events. The 'Important Dates' board lists dates from 2024 to 2025 with various deadlines and meetings. The 'Today' board lists tasks for the day, including 'Appeal report', 'Tues clinic notes', and 'Digital organization talk'. The 'This week' board lists tasks for the week, including 'Think about phones', 'Salary equity paper', and 'Await TDE info Margaret'. The 'Projects' board lists various projects, including 'Rex GME - need FTE; meeting with Jeff / Will / Janet / Kirsten /', 'Rural residency funding', and 'Novant update at UNCH Board meeting'. Annotations with arrows point to specific features: 'Different Boards' points to the sidebar; 'Different lists' points to the top of the boards; 'Click to add a new card' points to the '+ Add a card' button; 'Cards in a list' points to a card in the 'This week' list; and 'Drag card to reprioritize tasks' points to a card in the 'Projects' list.

Task management

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

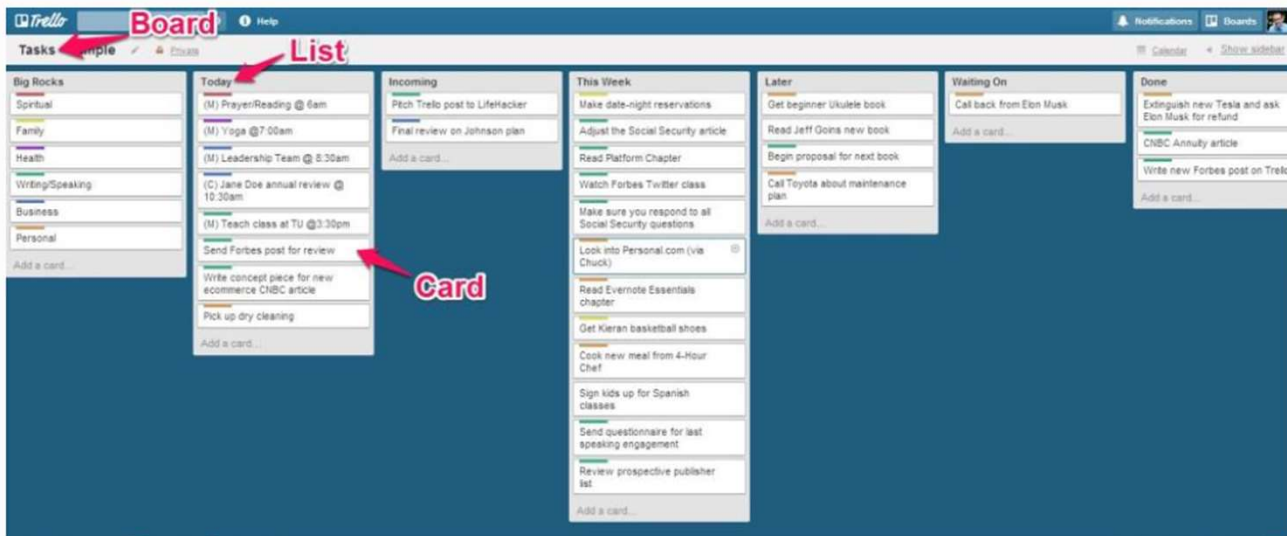


Tim Maurer Contributor
Retirement

Personal finance is more personal than it is finance.

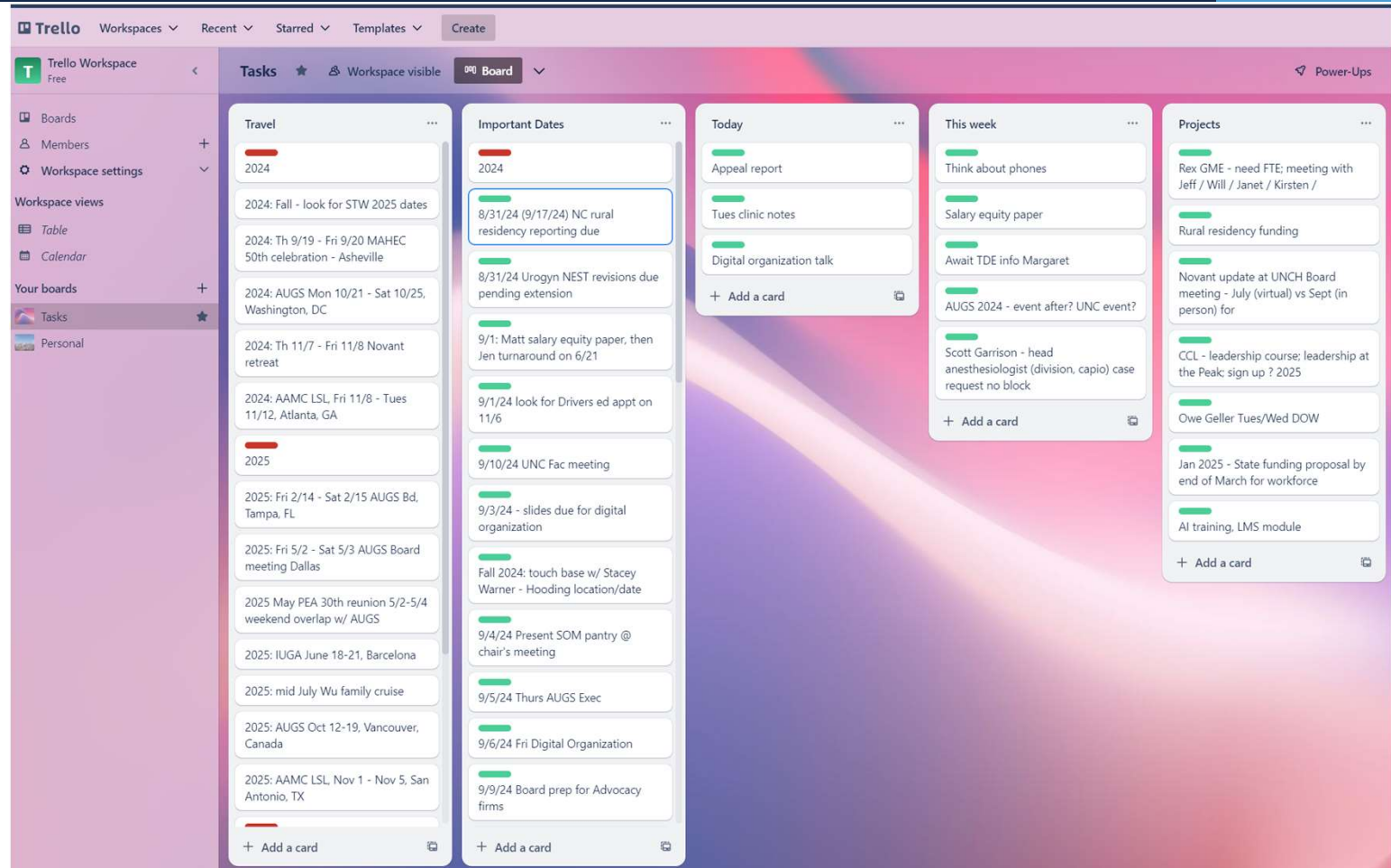
2) **Create your lists.** My lists are a conglomeration of what I've learned from Covey's *7 Habits* and Allen's *GTD*. My first list on the left is

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



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)

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, AIEduc FFRH space issuesNovant data: yesRural residency funding reportELC: annual topics		
8/28/24			

Current TTD / Calendar 2024

Agendas/Meetings

Calendar of Events

▼ 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

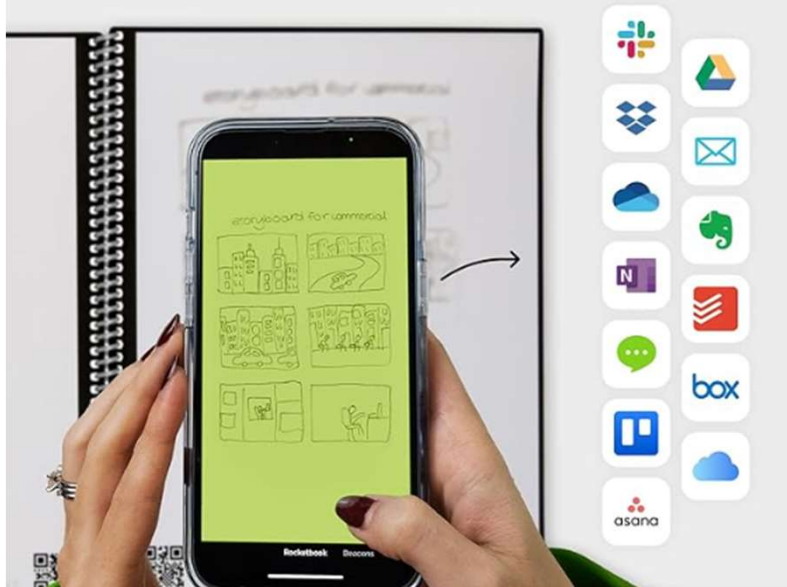
Andy Willis









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



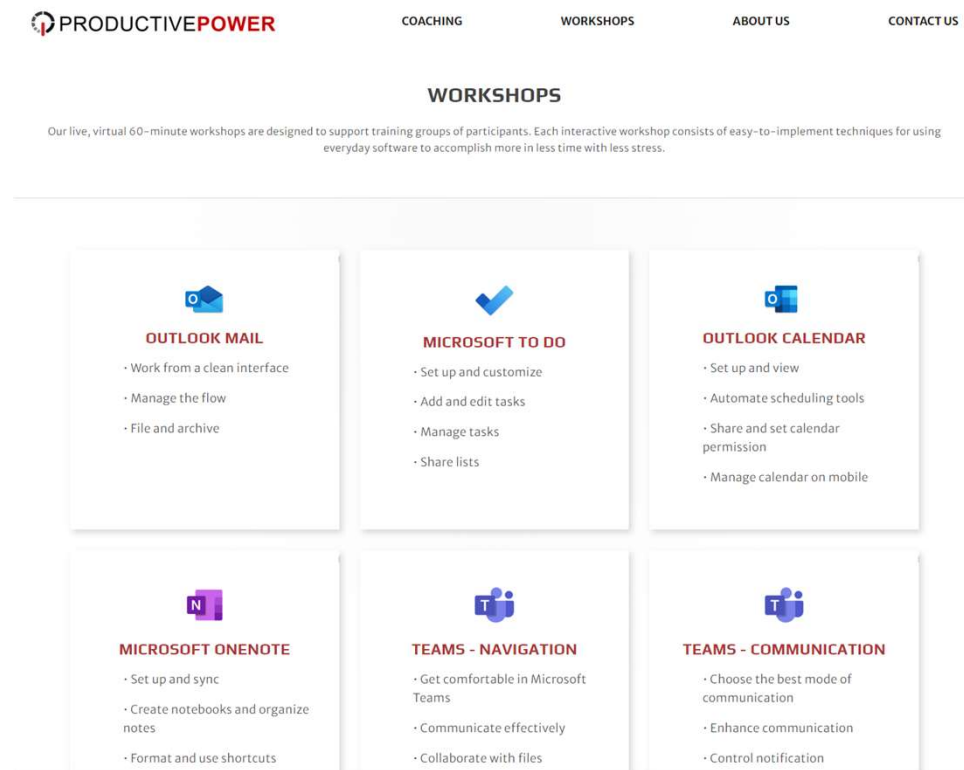
 <p>NOTEBOOK</p> <p>★★★★☆ 4.7 (181)</p> <p>Mini</p> <ul style="list-style-type: none"> • Pocket Size, for quick notes • Dot Grid Pages • 48 pages <p>1 size available \$17.99</p> <p>● ● ● ● ● +10 more</p>	 <p>NOTEBOOK</p> <p>★★★★☆ 4.2 (30)</p> <p>Matrix</p> <p>Reusable graphing notebook, ideal for charting, diagramming, and math</p> <ul style="list-style-type: none"> • Graph Paper Pages • Available in Letter Size • Pick from 3 colors <p>1 size available \$36.99</p> <p>● ● ● ● ● +10 more</p>	 <p>NOTEBOOK + PLANNER</p> <p>★★★★☆ 4.5 (227)</p> <p>Fusion</p> <p>Productivity planner containing calendars, to-do and idea lists, goal tracker, and lined and dotted notes pages</p> <p>2 sizes available From \$37.99</p> <p>● ● ● ● ● +10 more</p>	 <p>NOTEBOOK</p> <p>★★★★☆ 4.3 (301)</p> <p>Core</p> <p>Best selling notebook in either lined or dotted page types.</p> <p>2 sizes available From \$34.99</p> <p>● ● ● ● ● +10 more</p>
<p>BACK IN STOCK</p>  <p>PREMIUM NOTEBOOK</p> <p>★★★★☆ 4 (174)</p> <p>Pro</p> <p>Premium notebook with multiple page</p>	 <p>PLANNER</p> <p>★★★★☆ 4.6 (70)</p> <p>Everyday Planner</p> <ul style="list-style-type: none"> • Ideal for those looking to plan weekly. 	 <p>PLANNER</p> <p>★★★★☆ 4.3 (124)</p> <p>Panda Planner</p> <p>Build happiness, achieve your goals and stay</p>	 <p>NOTEBOOK</p> <p>★★★★☆ 4.6 (91)</p> <p>Multi Subject Notebook</p> <ul style="list-style-type: none"> • Ideal for students

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



The screenshot shows the 'PRODUCTIVEPOWER' website with a navigation bar including 'COACHING', 'WORKSHOPS', 'ABOUT US', and 'CONTACT US'. The 'WORKSHOPS' section is highlighted, featuring a description of live, virtual 60-minute workshops. Below this, there is a grid of six workshop cards, each with an icon, title, and a list of topics.

Icon	Workshop Title	Topics
Outlook Mail	OUTLOOK MAIL	• Work from a clean interface • Manage the flow • File and archive
Microsoft To Do	MICROSOFT TO DO	• Set up and customize • Add and edit tasks • Manage tasks • Share lists
Outlook Calendar	OUTLOOK CALENDAR	• Set up and view • Automate scheduling tools • Share and set calendar permission • Manage calendar on mobile
Microsoft OneNote	MICROSOFT ONENOTE	• Set up and sync • Create notebooks and organize notes • Format and use shortcuts
Microsoft Teams	TEAMS - NAVIGATION	• Get comfortable in Microsoft Teams • Communicate effectively • Collaborate with files
Microsoft Teams	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

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





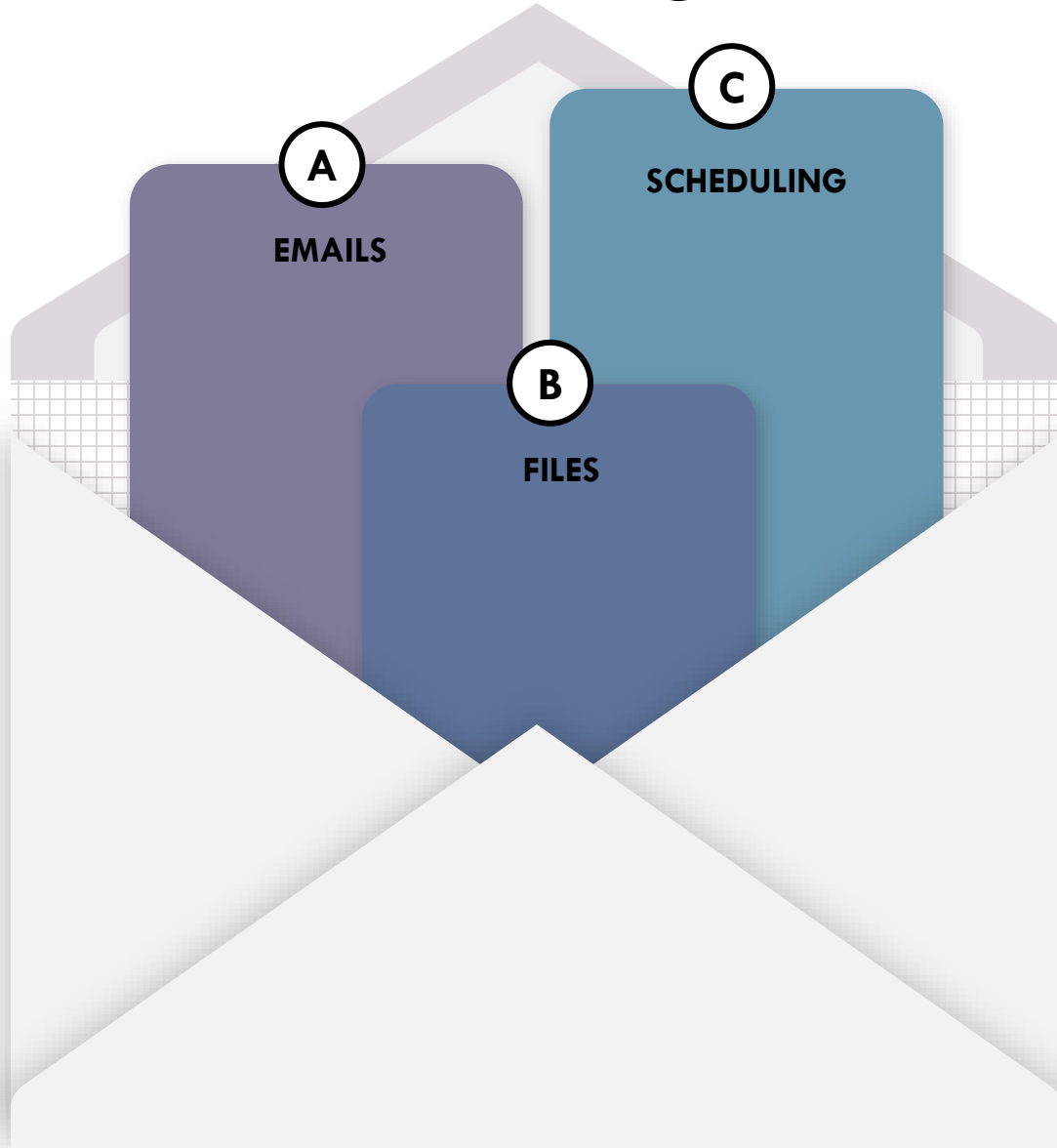
My approach

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



A

EMAILS

Schedule email time.

Magical text expander for frequent phrases or emails

B

FILES

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

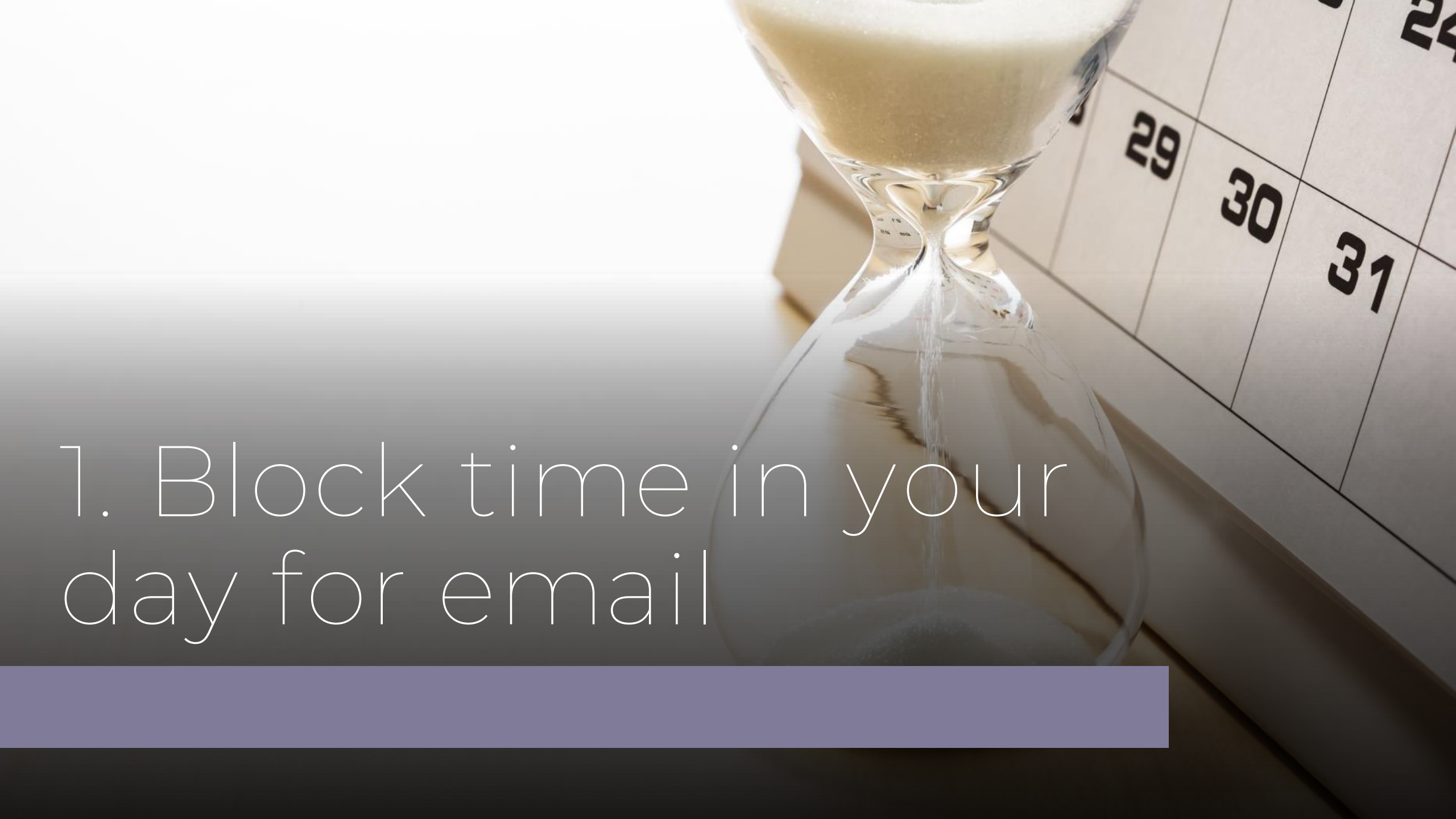
C

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

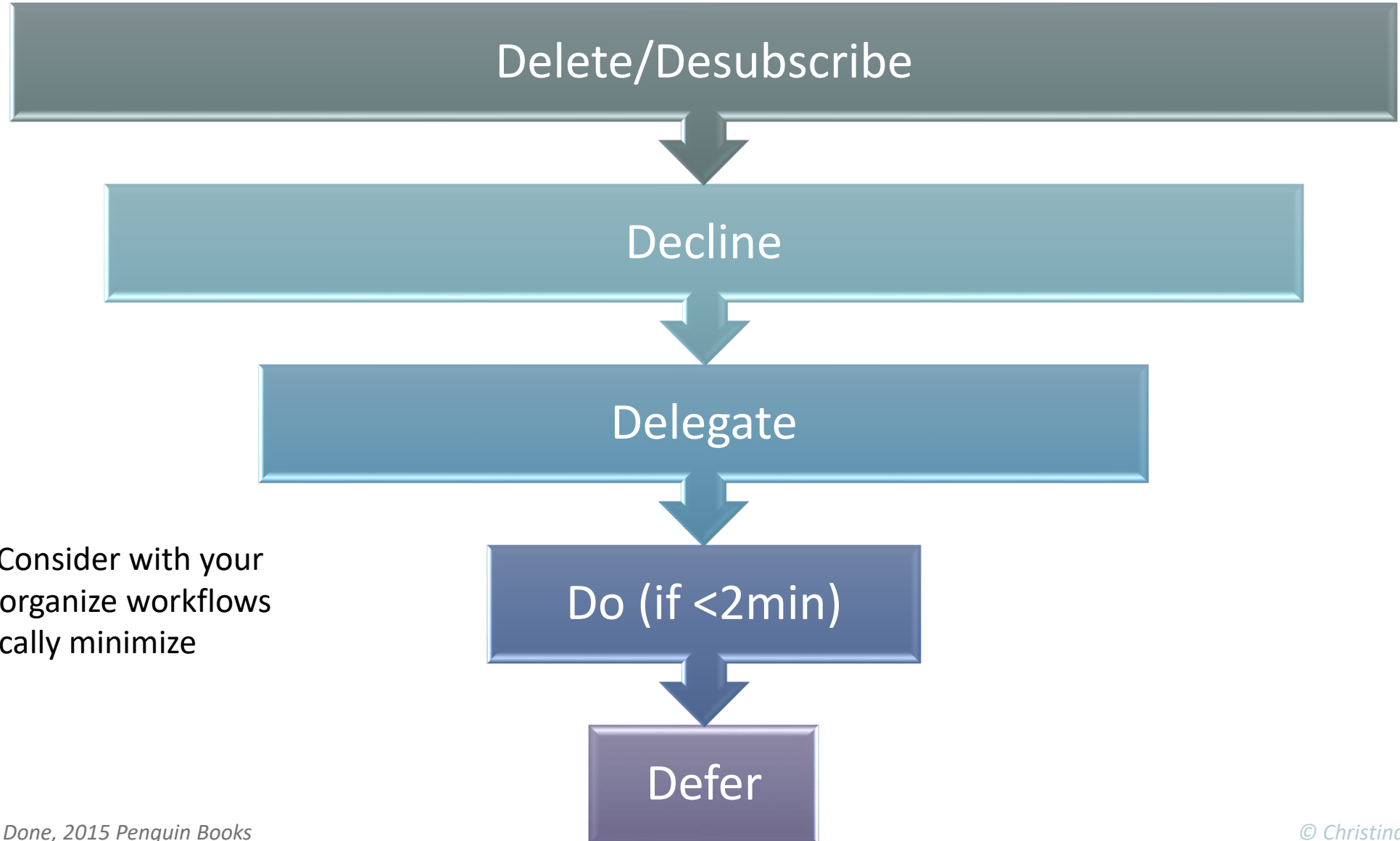
Why managing your inbox well is critical



2. Turn off
notifications!



3. Have a reliable email strategy

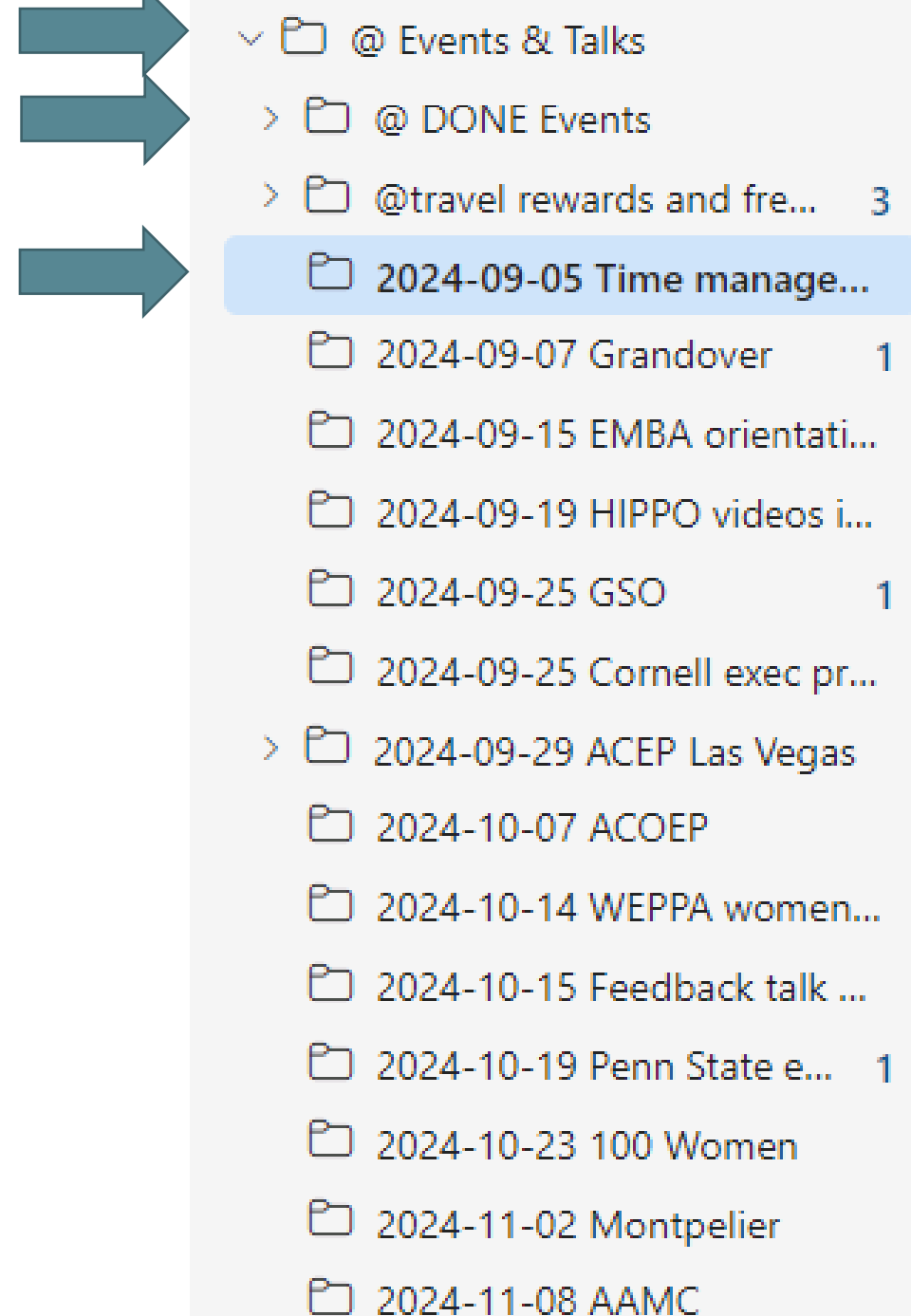


Longer term: Consider with your team ways to organize workflows and systematically minimize emails.

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



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.

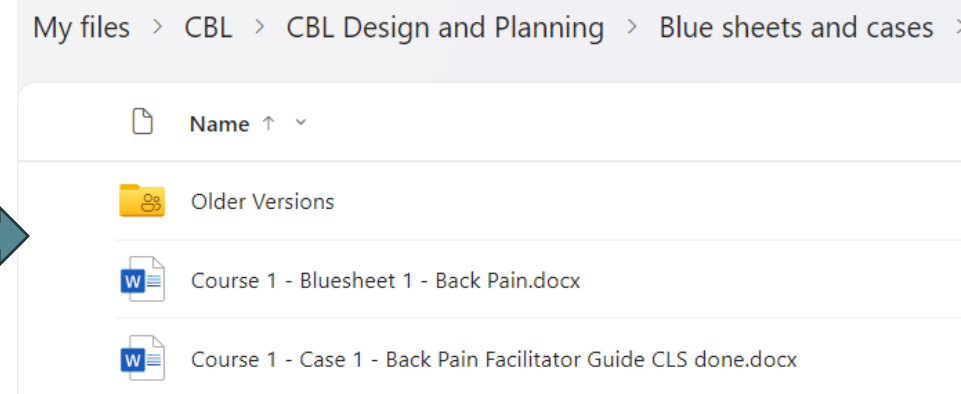
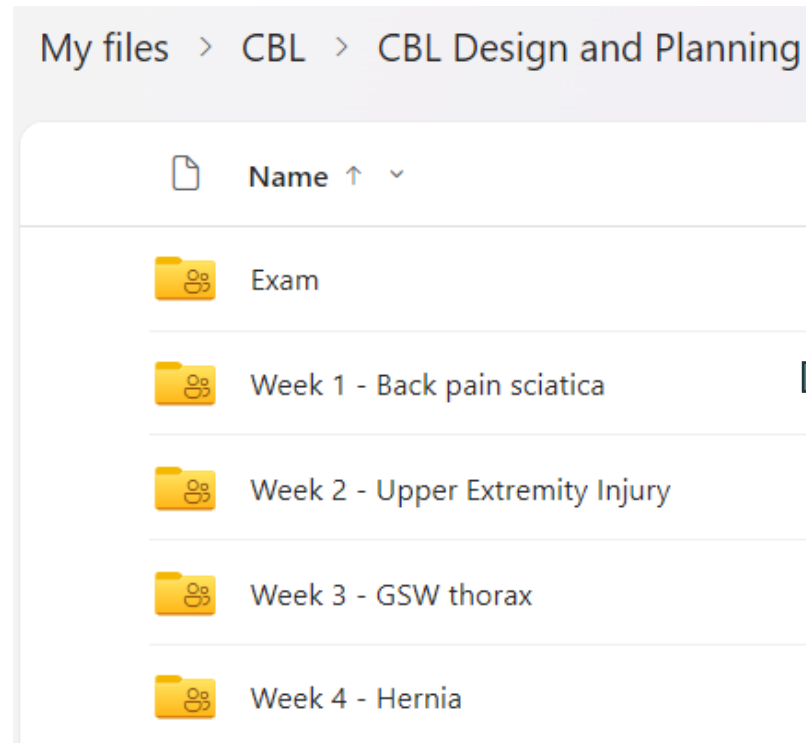
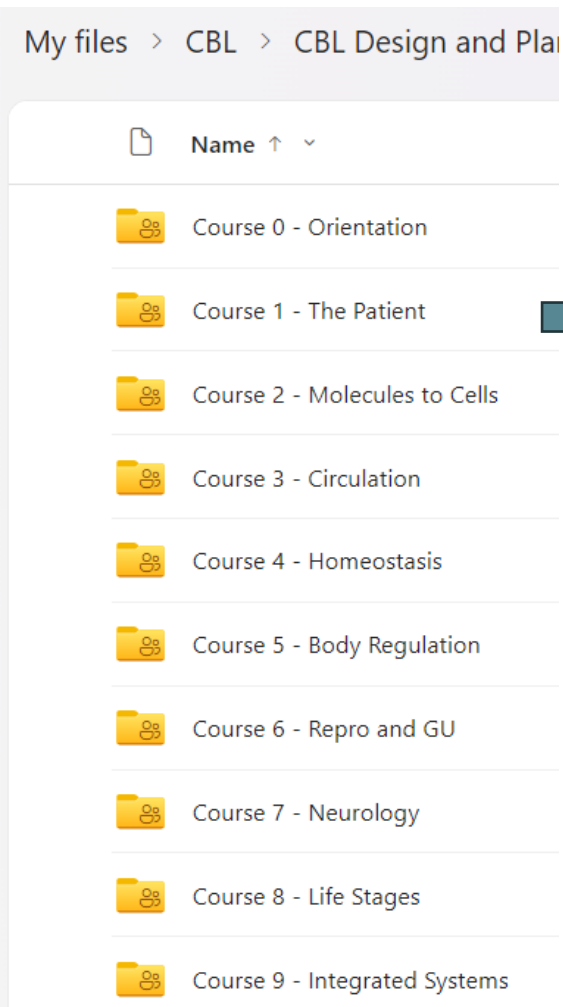


Have clear deadlines for shared projects

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





Create a calendar that works
for you


SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6
Cats flea medicine	Pay Duke Energy via CC or vi	☀️ 60°/80°	☁️ 59°/79°	Ashok Shenvi Bday 1948	☁️ 66°/68°
☀️ 70°/91°	Trash and Recyc out		AOC AOC-2, 7am	☁️ 62°/79°	
AOC AOC-2, 7am	Labor Day				
	☀️ 68°/82°				
Church 9 – 10:30am		CC Community Day 8:30am			
Church at Carolina Theater 9 – 10:30am		CBL Instructor Eval	MS 2 CBL Faculty Development 9 – 10am	Anniversary video 9 – 10am	CBL Course Eval Send Date
Preschool church 10:45 – 11:45am		GEDC meeting 10 – 11am	CLS on call for 10am – 12pm		
Adrian haircut 11:30am – 12:30pm	Pilates - waitlist 11am – 12pm		Adrian spans 10 – 11am	Tim ma 10:30 em 10:30 FW 10:30 FW 10:30 UVM E 10:30 Pilates 11am CRB 11am	Digital Organi 11am, https://zoom.us/j/
	Walk Winston,	A's walk dogs., 12pm	Walk Winston, 11:30am	Walk Winston, 11am – 11am	A's walk dogs., 12pm
	A's walk dogs., 12pm		A's walk dogs., 12pm	A's walk dogs., 12pm	
Walgreens, 1:30pm		NAP Team call 1:05pm, Microsoft Teams M	Justin Myers and Christina Sh	CP Reformer Flow 1pm, Club Pilates D	Heather Tarantino, Kelly Smith
		Small Group Consulting Meet 2pm, Microsoft Teams Meet	Ingrid Lim and Christina Shen		Hippo Education Pre-pro mee
UNC EMAP 2:30 – 11:30pm	UNC EMAP 2:30 – 11:30pm	Angie/Christi	UNC EMAP 2:30 – 11:30pm	UNC EMAP 2:30 – 11:30pm	Schedule block, 2:30pm
Prep digital org ppt 3:30 – 4:30pm	GEDC Co 3 – 4:20pm https://us02web.zoom.us/j/89	Adrian walk d	Adrian w	Adrian w	Ellie to Raleigh party. Wear swimsuit and bring party/dancing dress to change into also sleepover option 3 – 8pm 94 Lakeshore Dr
Plan UVM thing 4:30 – 5:30pm	GEDA powerpoints and ping speakers 4:30 – 6:45pm	Megan Donovan and Christina 3:30 – 4:30pm	Call Chase RE AF or retention	FP Committee Meeting 3:30 – 5pm zoom (see notes)	Adrian walk d
Course 8 and 9 5:30 – 9:15pm		Schedule block, 4:30pm	Apply for ACEP, SAEM, and EUSEM 4 – 6pm	Do laundry 5 – 6pm	Alia and Evan to Dr's office f
			HS Youth group 6:30 – 8pm	Small group 6 – 8pm 103 Victorian Durham, NC	
				Alia babysit 6 – 7pm	

SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6
Cats flea medicine	Pay Duke Energy via CC or vi	☀️ 60°/80°	☁️ 59°/79°	Ashok Shenvi Bday 1948	☁️ 66°/68°
☁️ 70°/91°	Labor Day		AOC AOC-2, 7am	☁️ 62°/79°	
AOC AOC-2, 7am	☁️ 68°/82°				
			CRE Exam (Patient Course), 8		
		CBL Instructor Eval Send out	MS 2 CBL Faculty Developme 9 – 10am		CBL Course Eval Send Date (P
		GEDC meeting 10 – 11am	CLS on call for CBL 10am – 12pm		
	Pilates - waitlist 11am – 12pm			Time man ment 10:30am	Digital Organi 11am, https://zoom.us/j/
Adrian haircut 11:30am – 12:30pm				FW: 10:3 10:3 UVM EM 10:3 CRE 11am	Speak on pane
		NAP Team call 1:05pm, Microsoft Teams Me	Justin Myers and Christina Sh Ingrid Lim and Christina Shen	CP Reformer Flow 2 (50 Mins 1pm, Club Pilates Durham 112	Heather Tarantino, Kelly Smith
Walgreens, 1:30pm		Small Group Consulting Meet 2pm, Microsoft Teams Meeting	Stephanie Glasgow and Chris		Hippo Education Pre-pro mee
UNC EMAP 2:30 – 11:30pm	UNC EMAP 2:30 – 11:30pm	Angie/Christina meeting RE A	UNC EMAP 2:30 – 11:30pm	UNC EMAP 2:30 – 11:30pm	Hippo Education Pre-pro mee
Prep digital org ppt 3:30 – 4:30pm	GEDC Core 3 – 4:20pm https://us02w eb.zoom.us/j/	Megan Donovan and Christina 3:30 – 4:30pm	Call Capital va	AOE Admin M	Schedule block, 2:30pm
Plan UVM thing 4:30 – 5:30pm	GEDA powerpoints and ping speakers 4:30 – 6:45pm	Schedule block, 4:30pm	Call Chase RE AF or retention	FP Committee Meeting 3:30 – 5pm zoom (see notes)	
Course 8 and 9 5:30 – 9:15pm			Apply for ACEP, SAEM, and EUSEM 4 – 6pm		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>

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

Select a Date & Time

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) ▼

powered by Calendly

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

Streamline meeting scheduling



«

+ Create

Event types

Meetings

Availability

Contacts


Workflows

Integrations & apps

Routing

Event types

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](#)

[Copy link](#) [Share](#)

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

[Copy link](#) [Share](#)

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

[Copy link](#) [Share](#)

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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!