Digital Harmony
Real World Digital Organization Tips and Tricks

September 6, 2024

UNC | SCHOOL OF MEDICINE

Office of Faculty Affairs
& Leadership Development

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 <u>one thing</u> 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

Clinical + No Kids:

No organized system

Clinical + Research + Kids:

Bullet journal

Clinical + Research + Kids + Admin:

Digital Organization

2012

2014

2023

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
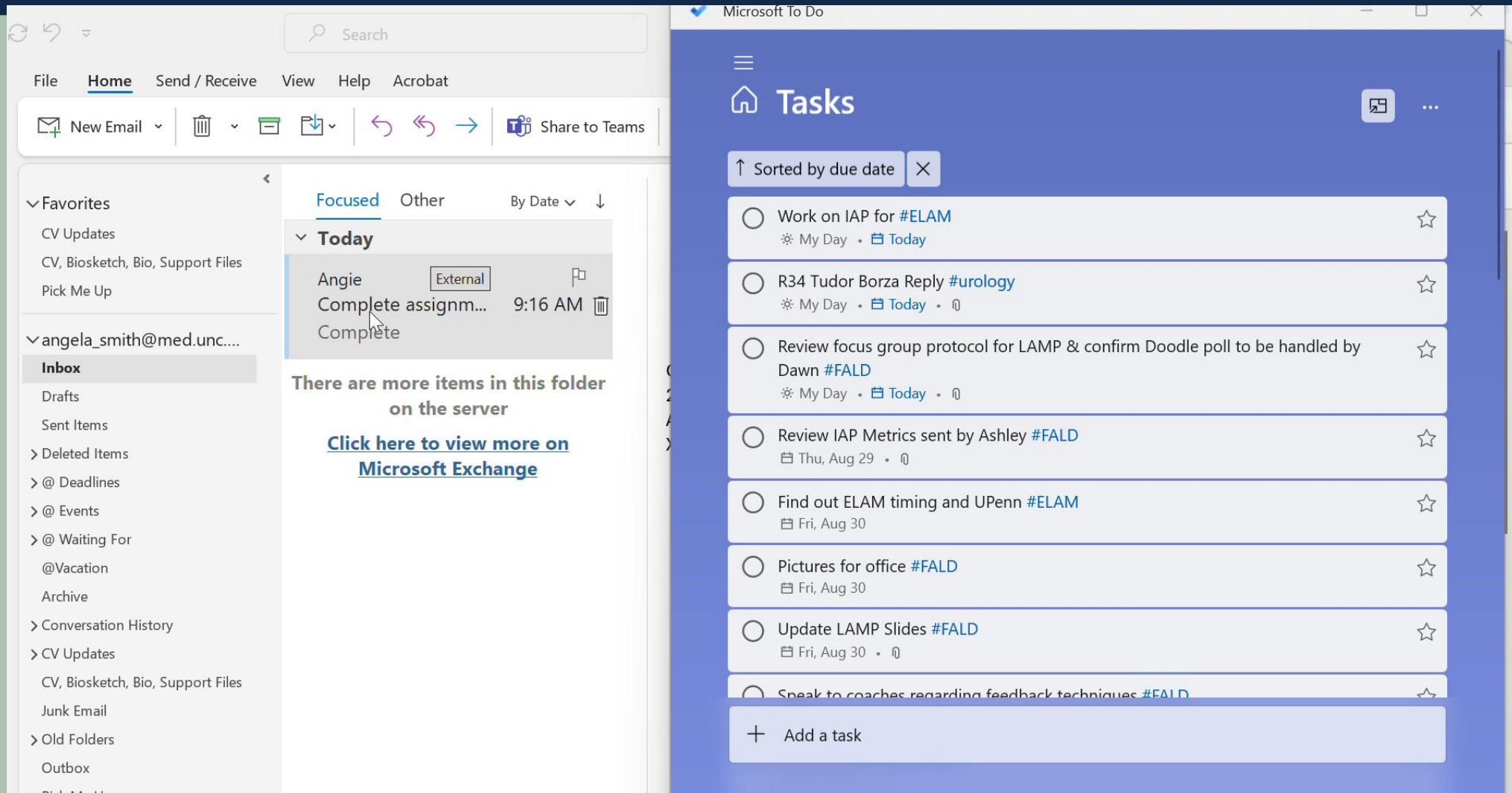- All are provided at no cost to UNC faculty and staff!
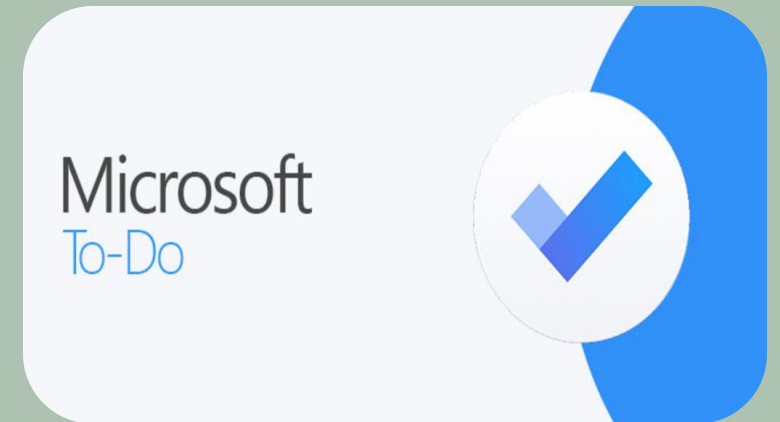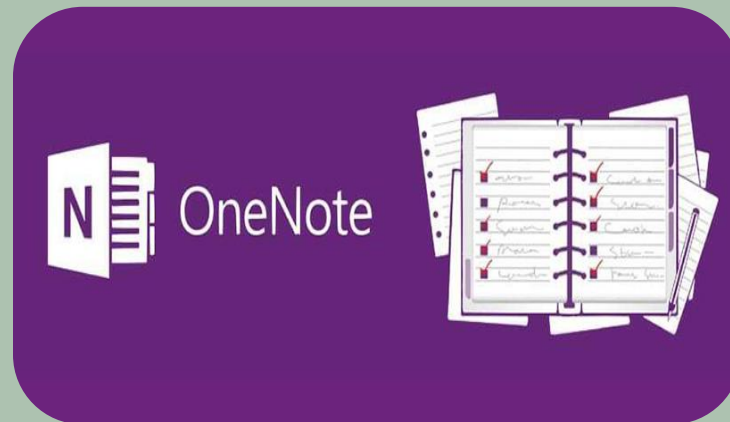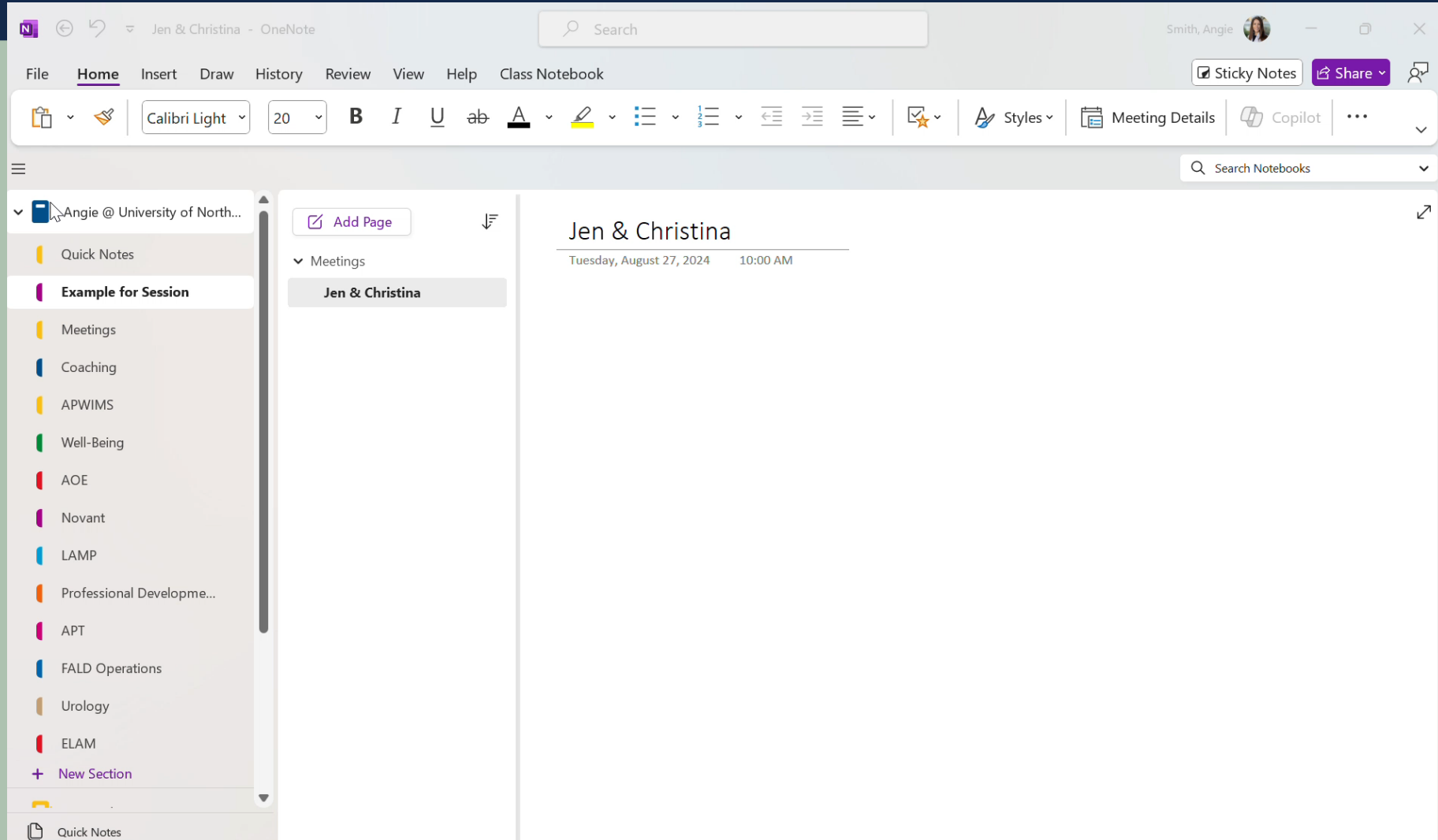
How I Manage Notes

- All of my notes are managed in OneNote

- Searchable with customized organization

- I have separate work and personal OneNote "notebooks"
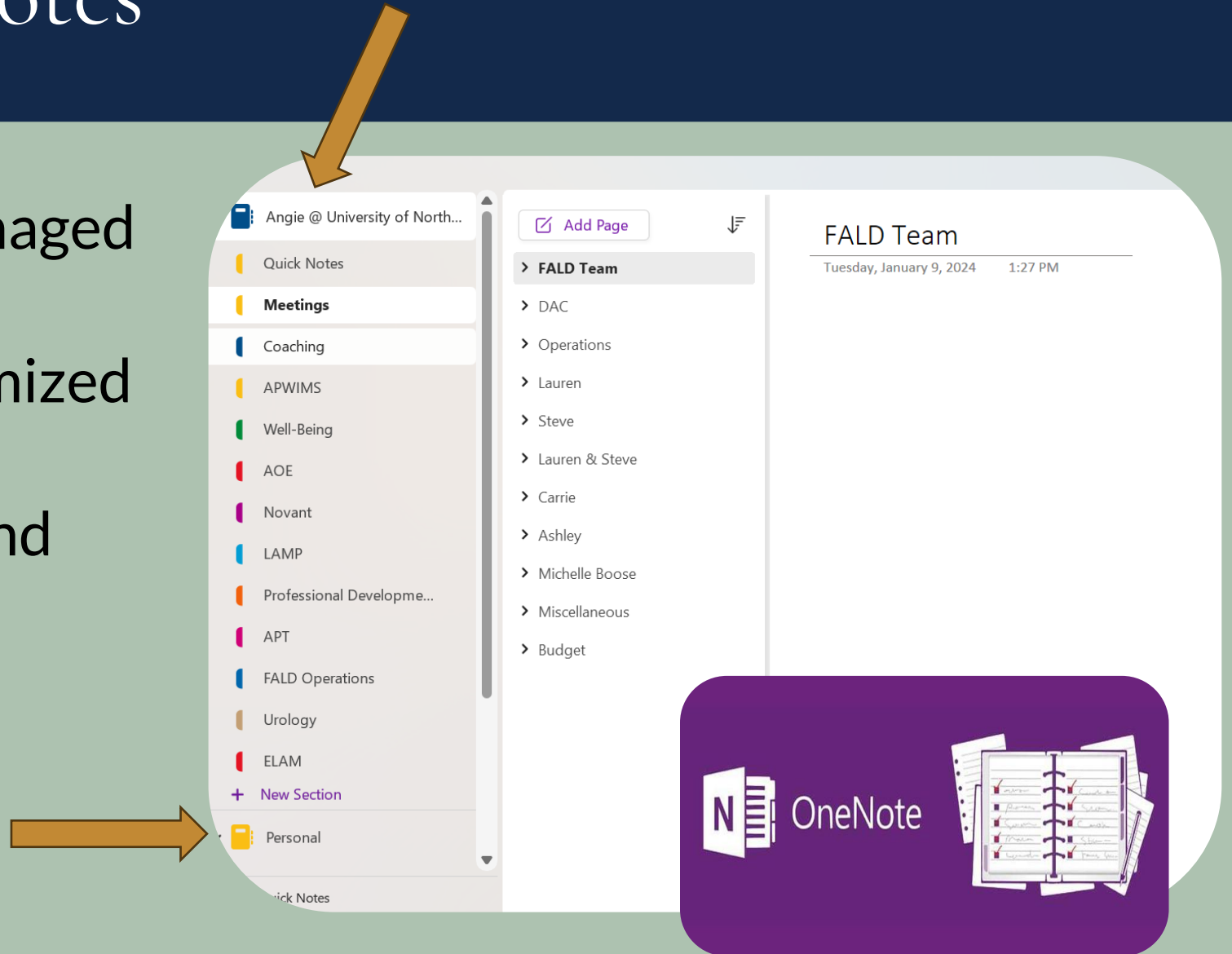
Microsoft Outlook & To Do

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
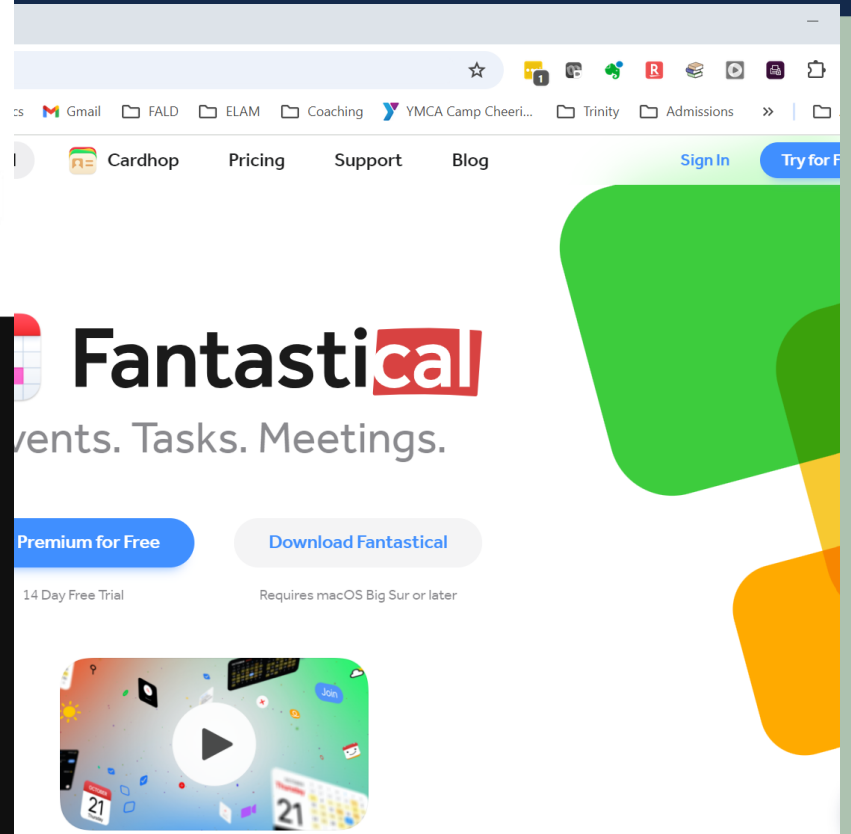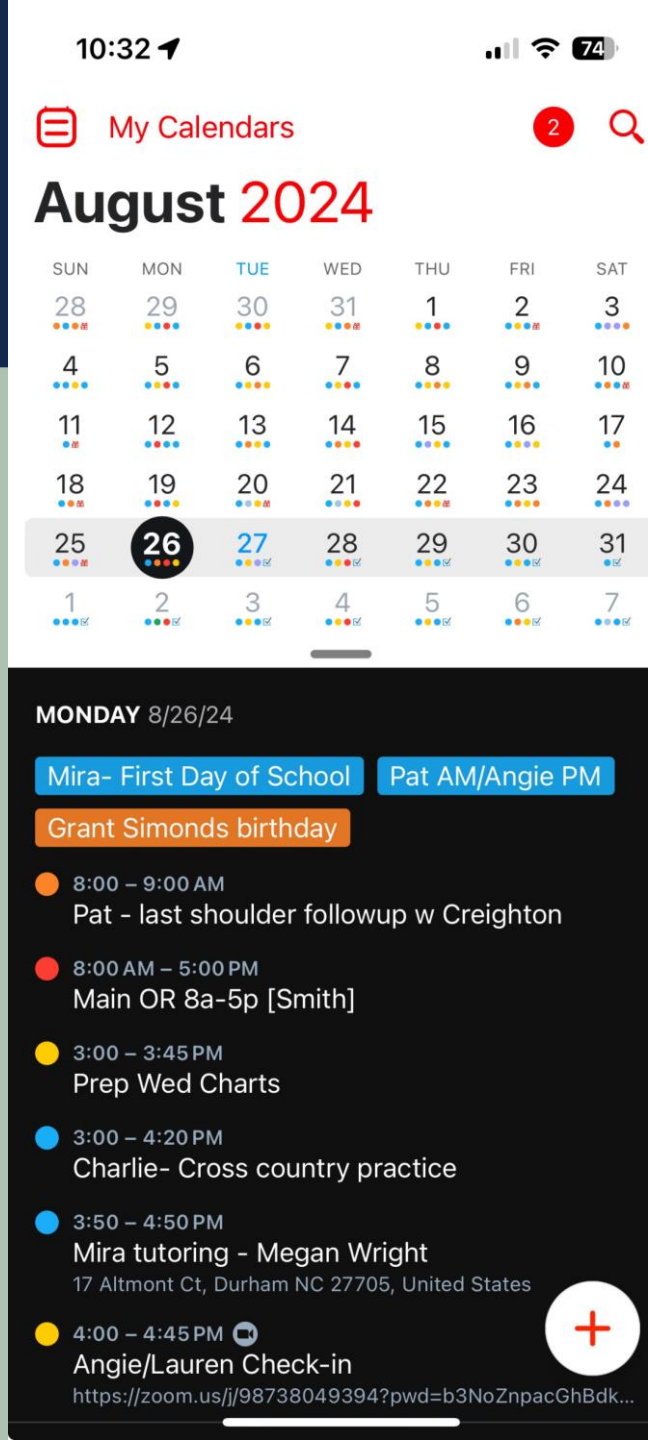
Daily/Weekly Routine

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

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

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2018 - 2019: Division Chief, Urogyn

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2021 -   Vice Dean for Academic Affairs

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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

My Current Organizational System

My Current Organizational System

- Task management
- Meeting management
- Emails
- Calendaring

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- Emails
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Task management - Trello

- 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

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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	• 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

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- **Emails**
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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

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- 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

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1 Try something new

2 Apply it

3 Maintain the new strategy

4 Try again if it doesn't work

The system should work *for* you.

Find a system that works, and iterate

There is no perfect system.

What do I do?

© Christina Shenvi, MD, PhD, MBA

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

Frequent e-mail checks

Intentional e-mail blocks

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

Interruption every 3.3min

Interruption every 1.7min

Renaud et al, You've got e-mail, 2006, International Journal of Human-computer interaction
Dscout Mobile touches study 2016, blog.dscout.com/hubfs/downloads/dscout_mobile_touches_study_2016.pdf
Mark et al, Focused, aroused, but so distractible, 2015, Proceedings of the 18th ACM Conference on computer supported cooperative work and social computing

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.

Shamsi et al, Disruption and recovery of computing tasks: field study, analysis, and directions, 2007, Proceedings of the SIGCHI Conference on Human Factors in Computing Systems

Restricted vs frequent email checks

20% LESS time spent on email overall

Lower levels of stress

Why managing your inbox well is critical

Less task-switching and attention residue

Better deep work focus

Less time lost during context switching

Higher sense of productivity

Less time spent on email overall

Less stress

2. Turn off notifications!

3. Have a reliable email strategy

Delete/Desubscribe

Decline

Delegate

Do (if <2min)

Defer

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

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

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 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		
	AOC AOC-2, 7am				☁ 62°/79°	
		Labor Day				
		🌧 68°/82°				

Events by day:

SUN 1
- Church 9 – 10:30am
- Church at Carolina Theater 9 – 10:30am
- Preschool church 10:45 – 11:45am
- Adrian haircut 11:30am – 12:30pm
- Walgreens, 1:30pm
- 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

MON 2
- Pilates - waitlist 11am – 12pm
- Walk Winston,
- A's walk dogs., 12pm
- UNC EMAP 2:30 – 11:30
- GEDC Co 3 – 4:20pm https://us02web.zoom.us/j/89
- Adrian w
- GEDA powerpoints and ping speakers 4:30 – 6:45pm

TUE 3
- 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 Mee 2pm, Microsoft Teams Meet
- Angie/Christi
- Adrian walk c
- Megan Donovan and Christina 3:30 – 4:30pm
- Schedule block, 4:30pm

WED 4
- MS 2 CBL Faculty Developme 9 – 10am
- CLS on call fo 10am – 12pm
- Adrian spanis 10 – 11am
- Walk Winston, 11:30am
- A's walk dogs., 12pm
- Justin Myers and Christina Sh
- Ingrid Lim and Christina Shen
- Stephanie Glasgow and Christ
- UNC EMAP 2:30 – 11:30
- Adrian w
- Call Capi
- Call Chase RE AF or retentio
- Apply for ACEP, SAEM, and EUSEM 4 – 6pm
- HS Youth group 6:30 – 8pm 103 Victorian Durham, NC

THU 5
- Anniversary video 9 – 10am
- Tim ma em
- FW: 10:3
- FW: 10:3
- UVM E 10:3
- Pia less s 11am –
- CRE 11a
- Walk Winston, 1
- A's walk dogs., 12p
- CP Reformer Flow 1pm, Club Pilates D
- UNC EMAP 2:30 – 11:30
- Adrian w
- AOE Adm
- FP Committee Meeting 3:30 – 5pm zoom (see notes)
- Do laundry 5 – 6pm
- Small group 6 – 8pm
- Alia babysit 6 – 7pm

FRI 6
- CBL Course Eval Send Date
- Digital Organi 11am, https://zoom.us/j/
- Speak on pan
- A's walk dogs., 12pm
- Heather Tarantino, Kelly Smith
- Hippo Education Pre-pro mee
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- Schedule block, 2:30pm
- Ellie to Raleig party. Wear swimsuit and bring party/dancing dress to change into also sleepover option 3 – 8pm 94 Lakeshore Dr
- Adrian walk d
- Alia and Evan to Dr's office f

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CRE Exam (Patient Course), 8

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, PhD, MBA

Streamline meeting scheduling

Calendly

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

Streamline meeting scheduling

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

Thank You!

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- **Friends**

- **Travel**

- **President, AUGS**

Italy, summer 2023

Residency friends

Extended family, Montreal

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Trello
Trello, Inc.

Task management - Trello

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Task management

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- 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	• 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

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

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

UNC
SCHOOL OF
MEDICINE

1 Try something new

2 Apply it

3 Maintain the new strategy

4 Try again if it doesn't work

The system should work *for you.*

Find a system that works, and iterate

There is no perfect system.

What do I do?

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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

Frequent e-mail checks

Intentional e-mail blocks

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**

B — **FILES**

C — **SCHEDULING**

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

Interruption every 3.3min

Interruption every 1.7min

Renaud et al, You've got e-mail, 2006, International Journal of Human-computer interaction
Dscout Mobile touches study 2016, blog.dscout.com/hubfs/downloads/dscout_mobile_touches_study_2016.pdf
Mark et al, Focused, aroused, but so distractible, 2015, Proceedings of the 18th ACM Conference on computer supported cooperative work and social computing

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.

Shamsi et al, Disruption and recovery of computing tasks: field study, analysis, and directions, 2007, Proceedings of the SIGCHI Conference on Human Factors in Computing Systems

Restricted vs frequent email checks

20% LESS time spent on email overall

Lower levels of stress

Why managing your inbox well is critical

Less task-switching and attention residue

Better deep work focus

Less time lost during context switching

Higher sense of productivity

Less time spent on email overall

Less stress

2. Turn off
notifications!

3. Have a reliable email strategy

Delete/Desubscribe

Decline

Delegate

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

Do (if <2min)

Defer

Allen, Getting Things Done, 2015 Penguin Books

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...**
  - 📁 2024-09-07 Grandover   1
  - 📁 2024-09-15 EMBA orientati...
  - 📁 2024-09-19 HIPPO videos i...
  - 📁 2024-09-25 GSO   1
  - 📁 2024-09-25 Cornell exec pr...
  - › 📁 2024-09-29 ACEP Las Vegas
  - 📁 2024-10-07 ACOEP
  - 📁 2024-10-14 WEPPA women...
  - 📁 2024-10-15 Feedback talk ...
  - 📁 2024-10-19 Penn State e...   1
  - 📁 2024-10-23 100 Women
  - 📁 2024-11-02 Montpelier
  - 📁 2024-11-08 AAMC

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

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Create a calendar that works for you

SUN 1

- Cats flea medicine
- 70°/91°
- AOC AOC-2, 7am
- Church 9 – 10:30am
- Church at Carolina Theater 9 – 10:30am
- Preschool church 10:45 – 11:45am
- Adrian haircut 11:30am – 12:30pm
- Walgreens, 1:30pm
- 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

MON 2

- Pay Duke Energy via CC or vi
- Trash and Recyc out
- Labor Day
- 68°/82°
- Pilates - waitlist 11am – 12pm
- Walk Winston,
- A's walk dogs., 12pm
- UNC EMAP 2:30 – 11:30pm
- GEDC Co 3 – 4:20pm https://us02we b.zoom.us/j/89
- Adrian w
- GEDA powerpoints and ping speakers 4:30 – 6:45pm

TUE 3

- 60°/80°
- CC Community Day 8:30am –
- CBL Instructor Eval
- GEDC meeting 10 – 11am
- NAP Team call 1:05pm, Microsoft Teams M
- Small Group Consulting Mee 2pm, Microsoft Teams Meet
- Angie/Christi
- Adrian walk d
- Megan Donovan and Christina 3:30 – 4:30pm
- Schedule block, 4:30pm

WED 4

- 59°/79°
- AOC AOC-2, 7am
- MS 2 CBL Faculty Developme 9 – 10am
- CLS on call fo 10am – 12pm
- Adrian spanis 10 – 11am
- Walk Winston, 11:30am
- A's walk dogs., 12pm
- Justin Myers and Christina Sh
- Ingrid Lim and Christina Shen
- Stephanie Glasgow and Christ
- UNC EMAP 2:30 – 11:30pm
- Adrian w
- Call Capi
- Call Chase RE AF or retentio
- Apply for ACEP, SAEM, and EUSEM 4 – 6pm
- HS Youth group 6:30 – 8pm 103 Victorian

THU 5

- Ashok Shenvi Bday 1948
- 62°/79°
- Anniversary video 9 – 10am
- Tim mar emc
- FW: 10:3
- FW: 10:3
- UVM El 10:3
- Pia less s 11am –
- CRE 11a
- Walk Winston, 1
- A's walk dogs., 12p
- CP Reformer Flow 1pm, Club Pilates D
- UNC EMAP 2:30 – 11:30pm
- Adrian w
- AOE Adm
- FP Committee Meeting 3:30 – 5pm zoom (see notes)
- Do laundry 5 – 6pm
- Small group 6 – 8pm
- Alia babysit 6 – 7pm

FRI 6

- 66°/68°
- CBL Course Eval Send Date
- Digital Organi 11am, https://zoom.us/j/
- Speak on pan
- 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 Raleig party. Wear swimsuit and bring party/dancing dress to change into also sleepover option 3 – 8pm 94 Lakeshore Dr
- Adrian walk d
- Alia and Evan to Dr's office f

D, PhD, MBA

SUN 1
- Cats flea medicine
- ☁ 70°/91°
- AOC AOC-2, 7am
- Adrian haircut — 11:30am – 12:30pm
- Walgreens, 1:30pm
- 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

MON 2
- Pay Duke Energy via CC or vi
- Labor Day
- ☁ 68°/82°
- Pilates - waitlist — 11am – 12pm
- 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

TUE 3
- ☀ 60°/80°
- CBL Instructor Eval Send out
- GEDC meeting — 10 – 11am
- NAP Team call — 1:05pm, Microsoft Teams Mee
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- Megan Donovan and Christina — 3:30 – 4:30pm
- Schedule block, 4:30pm

WED 4
- ☁ 59°/79°
- AOC AOC-2, 7am
- CRE Exam (Patient Course), 8
- MS 2 CBL Faculty Developme — 9 – 10am
- CLS on call for CBL — 10am – 12pm
- Justin Myers and Christina Sh
- Ingrid Lim and Christina Shen
- Stephanie Glasgow and Christ
- UNC EMAP — 2:30 – 11:30p
- Call Capital va
- Call Chase RE AF or retentic
- Apply for ACEP, SAEM, and EUSEM — 4 – 6pm

THU 5
- Ashok Shenvi Bday 1948
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- Time mana ment 10:30am
- FW: 10:3
- FW: 10:3
- UVM EM 10:3
- CRE 11a
- CP Reformer Flow 2 (50 Mins — 1pm, Club Pilates Durham 112
- UNC EMAP — 2:30 – 11:30pm
- AOE Admin M
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- Schedule block, 2:30pm
- Alia and Evan to Dr's office fo

), PhD, MBA

Streamline meeting scheduling

Calendly

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

Streamline meeting scheduling

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!