Time Management Can Cure Physician Burnout
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• All sectors including Healthcare
• Conflicts of interest
  • None
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Conflicts of interest

• none
Top 10 Reasons Doctors are Late
Why be on time?
Is Running Late Considered Cardio?
1. Improper Delegation

- Secretaries
- Nurses
- Pharmacists
- Specialists
- Para professionals
- Patients
Do not delegate to yourself

• Do you have control or does someone else? (stressor)
• This can cause burnout
• Your area of expertise? (stressor).
• Should you be Responsible, Accountable, Consulted, Informed?
2. Too Many patients

- 1,500 ideal
- Aunt Mabel
- Nurse practitioners
- Physician assistants
- $
3. How to Love Paper and Computer Work

- Make an appointment with yourself week daily
- Reward yourself
- Come back early from vacations
- Delegate to secretary
- $300 per hour private work
- Fun Fund
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>7:00 AM</td>
<td>Swim</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>Paperwork emails</td>
</tr>
<tr>
<td>9:00 AM</td>
<td></td>
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Email Jail

• Get off the distribution list
• Use Reply, not Reply to All
• Just pick up the phone!!!
• Have a regular short meeting
• Turn off your dumb phone at 5 pm and on weekends and holidays
4. Interruptions

- Phone and lunch
- Toolkit
- Back-up your staff
4. Interruptions continued

• Leave Monday’s empty
• Last appointment 11:30 am and 4:30 pm
• Shift physicals into the summer
• Wobblers
<table>
<thead>
<tr>
<th>Schedule less and accomplish more</th>
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<tbody>
<tr>
<td>• Under capacity scheduling</td>
</tr>
<tr>
<td>• Improve quality: decrease</td>
</tr>
<tr>
<td>variability and increase</td>
</tr>
<tr>
<td>repeatability</td>
</tr>
<tr>
<td>• Measure and fix the cause</td>
</tr>
<tr>
<td>of variants permanently.</td>
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</table>
5. Multi-Problem Patients

- Auto mechanic
- Lists and serial complainers
Seniors
6. Seniors

- What has changed?
- Middle of the day
- Bring caregiver and meds
- Consolidate Nursing Homes
7. Too Many Outside Responsibilities

- Meetings Test: You added value (1 to 5). You received value (1-5). Sum and cull.
- Standing agendas, submit topics in advance
- Always to do’s, who is responsible and in what time line
- House calls
- Administration
7. Too Many Outside Responsibilities continued

- Call groups – Go big or go home
- Hospital
- Retreats
8. No Competition
Marriage Counselling

Delegate to a pro

• More time, skill and neutral

• Can meet off hours

• Cheaper than alimony or ½ your ass(ets)

• One can go if one refuses
9. Never Taught to be Efficient
10. Inability to Say No

- We are people pleasers
- Rent a spine
- Do not explain
- Check with significant other
- Get back in 24 hours
Email me for a free

- Mentorship program at drjohncrosby@rogers.com
CHANGE
CHANGE

• Diagnosis
• Want to change
• Set start date
• Email your secretary now
• As of one month today please book no patients on Mondays; same day call ins only
Manage yourself
and reward yourself

• Daily: short snappers/ the ones you hate/ build momentum
• Monthly: Complete 5 mini projects
• Criteria: Reduce stress/ Free up time/ Make change/ Kill procrastination
Miscellaneous

• Missed appointments
• Internet down-loaders
SPECIFIC PATIENT PROBLEMS

- Fatigue
- Wax in ears
- Dementia
- Journals, e-journals
APPLAUSE
QUESTIONS?

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