

Time Management Can

Cure Physician Burnout

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- 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



16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7:00 AM | Swim
8:00 AM

8:00 AM | Paperwork emails
9:00 AM



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

Schedule less and accomplish more

- Under capacity scheduling
- Improve quality: decrease variability and increase repeatability
- Measure and fix the cause of variants permanently.



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



Psychological Counselling



Marriage Counselling

Delegate to a pro

- More time, skill and neutral
- Can meet off hours
- Cheaper than alimony or $\frac{1}{2}$ 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

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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

MY LIFE



APPLAUSE



QUESTIONS?

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