Getting Stuff Done: A Mindful Approach to Enhance Personal Productivity

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Professor, Abdominal Imaging

@bhargp
@PuneetBhargava
Productivity is being able to do things that you were never able to do before.

(Franz Kafka)
Goals and Objectives

Introduce the concept of “Getting Things Done”

Learn the concept of “The One Thing”

Getting the “Right Things” Done
...
MIND LIKE WATER
Getting Things Done (GTD) by David Allen - Animated Book Review and my approach

Getting Things Done by David Allen is a great starting point for someone starting their personal and professional productivity journey. Getting Things Done, or GTD for short has been a best seller since it's initial publication in 2001. I credit my GTD expertise with my ability to stay on top of numerous projects.
To-do List

- Finalize CT protocols
- Fax copyright forms
- Call John Doe
- Send follow-up email for an important pending task
To-do List

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To-do List

- Finalize CT protocols
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November

1. Study group dinner @ 5:30
2. Mom's birthday dinner @ 5pm
   staff potluck lunch
3. Williams' for dinner
4. Smith playdate @ 9am
   Ben ST @ 10am
5. Planning meetings @ 7:15pm // no school
   Sam OT @ 2pm
6. Birthday party 11-1
7. Sam OT @ 3pm
8. Mockingjay!!!
9. School Thanksgiving party
10. Thanksgiving family lunch @ 12:30pm
11. Local gift show 2-4pm
My Not-To-Do List

1. Waste time in meetings
2. Micro Manage
3. Spend too much time on Social Media
4. Participate in every project
5. Solve every problem
“The things that get scheduled are the things that get done”

- Robin Sharma
INBOX ZERO

- DELETE!
- Delegate
- Defer
- Do
You don’t have to do everything!
Even Batman had Robin.
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Defer
“The beginner does what’s easy.
The master does what’s important.”
- Robin Sharma
DEEP WORK
RULES FOR FOCUSED SUCCESS IN A DISTRACTED WORLD
CAL NEWPORT
AUTHOR OF SO GOOD THEY CAN'T IGNORE YOU
The Art of Productivity: A Radiologist’s Primer for Getting Stuff Done

Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.—Paul J. Meyer, Founder, Success Motivation Institute

What does productivity mean to you? It’s about getting stuff done but it is also about simplifying your life, organizing your thoughts, and removing the unwanted distractions that prevent you from completing your important tasks in a timely manner. Being more organized and productive frees up more time for family and people who matter. At work, it helps to cope with the ever-increasing pressure to perform both clinically and academically. It’s not that some people are naturally productive and others are not. Productivity is a skill like any other that can be learned and honed through constant practice.

What Do You Do?

1. Collect and process
2. Plan and organize
3. Do
4. Review

Collect and Process

This basic GTD principle recommends moving tasks out of the mind by recording them externally, freeing the mind from everything that needs to be done to concentrate on actually performing those tasks. This helps to gather all of the “incompletes”

“Productivity techniques help me keep pace with ever-increasing clinical, research, mentorship, and editorial responsibilities. The reason I learned these techniques in the first place was to balance my family life and to avoid having to constantly choose between spending precious time with my family and with pursuing my work commitments.”

—Puneet Bhargava

By Puneet Bhargava
Associate Professor
Department of Radiology
University of Washington

By Amanda E. Lackey
Resident
University of Arkansas for Medical Sciences

Amanda E. Lackey, MD, Mariam Moshiri, MD, Tarun Pandey, MD, Chandana Lall, MD, Neeraj Lalwani, MD, Puneet Bhargava, MD

In an era of declining reimbursements and tightening of the job market, today’s radiologists are forced to “make do with less.” With the rollout of the Patient Protection and Affordable Care Act, commonly called “Obamacare,” radiologists will be expected not only to interpret studies but to also take on many additional roles, adding a new layer of complexity to already demanding daily duties. These changes make it more important than ever to develop a personal workflow management system incorporating some of the most potent productivity tools. In this article, the authors discuss current productivity techniques and related software with the most potential to help radiologists keep up with the ever increasing demands on their time at the work place and help us lead more balanced lives.

Key Words: Productivity, workflow, time management

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BE CREATIVE, DARE TO BE DIFFERENT
Opinion piece for JACR: How radiology can learn from the happiest place on earth.

Observations:
1. Huge numbers of visitors - how they handle it. RADIOLOGY PATIENT THROUGHOUT
2. Smiling employees, satisfaction, enthusiastic performers, freshness, no one appeared tired or bored PATIENT SERVICE, PROFESSIONALISM. AIDET
3. Clean clothes, spotless PATIENT SERVICE, PROFESSIONALISM. AIDET
4. Surreal experience and how the employees "believe" in the magic. If a kid is dressed as a character employees address them as such to make them feel special PATIENT SERVICE, PROFESSIONALISM. AIDET
5. Entertain the adults! AIDET
6. Daughter's height was short - "few fruits and vegetables short" COMMUNICATION
7. Photographers take pictures from your camera!
8. Employees called cast members BELIEF AND PRIDE
9. Selection process
10. Never change masks of characters in public
11. Value contributions of each employee
12. No single finger pointing, considered rude. Always used two
13. At the end of the ride eager to get the next group in! RADIOLOGY PATIENT THROUGHOUT
14. New rides INNOVATION
15. New parks including overseas BUSINESS DIVERSIFICATION
Lessons From the Happiest Place on Earth

Diana L. Lam, MD, Michael F. Mcneeley, MD, Puneet Bhargava, MD

To all who come to this happy place—welcome.
—Walt Disney, opening day remarks at Disneyland

THE ROOTS OF DISNEY AND ITS RELEVANCE TO BUSINESS

When the Disneyland resort opened in the summer of 1955, it consisted of a single theme park built on a 160-acre orange grove in Anaheim, California. Today, it comprises 2 theme parks, 3 hotels, an entertainment district, and an expansive shopping area, all in California alone. More than 600 guests. Parallel challenges in the health care industry are readily apparent. As the elderly population of the United States grows and chronic diseases become more prevalent, hospitals must be prepared to accommodate increasing demands for their services [3]. This demand may be compounded by increased insurance enrollments provided by the Patient Protection and Affordable Care Act [4]. Health care administrators and clinical department leaders will need to find ways to provide timely, safe, and effective care to a potentially massive influx of patients while will have clear financial incentives to optimize the patient experience [7].

Disney depends on brand integrity and repeat business to remain competitive. Of note, Disney does not measure guest satisfaction as a part of its customer retention efforts but rather guest loyalty because a guest who is merely satisfied is believed to be less likely to return. For Disney, guest satisfaction is the product of delivering what is expected of the company; guest loyalty is the product of unexpected events that produce fond memories for guests that persist long after their vacations have ended [8].
"If I had only one hour to chop down a tree, I would spend the first 45 minutes sharpening my axe."

- ABRAHAM LINCOLN
THE GOLDEN CIRCLE

WHY

HOW

WHAT

by SIMON SINEK
9 steps to designing the life you want (NO, it's not find your PASSION)

This video summarizes Stanford’s Design Thinking Course by David Evans and Bill Burnett. Designers spend their days envisioning better products, and you can use their methodology to re-envision your own life. This is a 9-step process with a bonus tip to find your ideal job. Whether you're at the start of your career or mid-career, these powerful concepts can get you to where you need to be and find joy and fulfillment in your career.
IF YOU CHASE TWO RABBITS...
... YOU WILL NOT CATCH EITHER ONE.

RUSSIAN PROVERB
Extraordinary results are directly determined by how narrow you can make your focus.

Gary W. Keller
6 Lies between you and success

1. Everything Matters Equally
2. Multitasking
3. A Disciplined Life
4. Willpower is Always on Will-Call
5. A Balanced Life
6. Big Is Bad
Effort:

20%  

Results:

80%
To-DO LIST

- Could do
- Could do
- Could do
- Should do
- Could do
- Should do
- Should do
- Could do

SUCCESS LIST

1. Should do
2. Should do
3. Should do
4. Should do
THE ROLE of DISCIPLINE in ACHIEVEMENT

DAY 66
HABIT FORMS
BIG PICTURE
What's my ONE Thing?

SMALL FOCUS
What's my ONE Thing right now?
What's the ONE thing I can do such that by doing it everything else will be easier or unnecessary?
DOMINOES - A GEOMETRIC PROGRESSION

1st domino is just two inches tall

57th is almost the distance to the moon

31st looms 3000 feet above Mount Everest
“One-Degree” Mistake
For every degree you fly off course, you will miss target by 92 feet for every mile you fly.
For every 60 miles,
you will be of course by one mile
Flying from LAX to JFK will put you nearly 50 miles off course.
Flying around the equator you will land 500 miles off target
New York Times Bestseller

essentialism

The Disciplined Pursuit of Less

GREG McKEOWN
Key Idea

Weniger aber besser
Key Idea

Weniger aber besser
(Less but better)
When we feel overwhelmed it may not be because the situation is inherently overwhelming. It may be because we are overcomplicating something in our own heads.
When you simply can't try any harder...

IT'S TIME
to find an easier path

effortless
Make It Easier to Do What Matters Most
HELL YEAH! Or no.
Watch The Minimalists' TEDx Talk: A Rich Life with Less Stuff


MINIMALISM 2.0

By Joshua Fields Millburn & Ryan Nicodemus · Follow: Twitter, Facebook, Instagram

minimalism
live a meaningful life
LET'S GET FIRED UP
The Shockingly Simple Math Behind Early Retirement

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Blog: MrMoneyMustache.com
THE HAPPINESS EQUATION

WANT NOTHING + DO ANYTHING = HAVE EVERYTHING

NEIL PASRICH
6 words for happiness
GREAT WORK -> BIG SUCCESS -> BE HAPPY 😋
STOP CHOOSING GOALS YOU DON'T HAVE CONTROL OVER

FROM Yes and Yes.org
CREATIVE VISUALIZATION
Ikigai
A JAPANESE CONCEPT MEANING "A REASON FOR BEING"

What you LOVE
- Delight and fullness, but no wealth

What you are GOOD AT
- What the world NEEDS

What you can be PAID FOR
- Excitement and complacency, but sense of uncertainty

What you PASSION
- Satisfaction, but feeling of uselessness

What you MISSION
- Comfortable, but feeling of emptiness

Ikigai
- PROFESSION
- VOCATION

SOURCE: dreamstime
TORONTO STAR GRAPHIC
Ideas to explore

- GTD
- Mind Like Water
- Deep Work
- Psychology of Creativity
- Find your WHY
- The One Thing
- Essentialism & Effortless
- FIRE
- Minimalism
- Ikigai
Book Recommendations

- The 10X Rule
- The ONE Thing
- The Happiness Equation
Documentary Recommendation
“Time management is a great concept, but who has time for it?!"
How to Focus in the Age of Distraction

Managing Your Space
- Take a Digital Technology Detox
- Say No to...
  - Facebook
  - Mobile
  - Email
- Manage Your Time
  - Create Rituals/Habits
  - Avoid Distractions
  - Clear Away All Distractions

Managing Email
- Check Email at Set Points in the Day
- First Thing in the Morning
- Manage Email
  - Turn Off Email Alerts
  - Disconnection Times

Take Time to Reflect and Review
- What Worked?
- What Can Be Improved?
- Self-Control
- Writing Programs
- Blocker Programs
- Help for Addicts
- Freedom
- Creating
- Spending Time with Family & Friends
- Reading a Book

How to Work
- Work in Focused Bursts
- Get Away from the Computer
- Use Only a Notepad and Pen
- Use a Timer
- Use an In tray for Incoming Paper
- Spend 10 Mins Each Day Decluttering

Bedtime
- Go for a Walk
- Read Book
- Wash Face
- Stretch
- Refocus

Morning
- Shower
- Have a Healthy Breakfast
- Morning Quiet Time
- Morning Writing Pages
- Wake up
- Read
- Write Morning Pages

Help for Addicts
- Self-Control
- Writing Programs
- Blocker Programs
- Locks You Out of Specific Sites
- Locks You Out of the Internet
- OMMWRITER
- TYPEWRITER
- WRITE ROOM

What Will I Focus on Tomorrow?
- At the End of the Day
- WHAT DID I DO?
- WHAT CAN BE IMPROVED?
- WHAT WILL I FOCUS ON TOMORROW?
“CHANGE IS hardest at the beginning, messiest in the middle, and best at the end.”
- Robin Sharma
I REST MY CASE...
Thank you