

Getting Stuff Done: A Mindful Approach to Enhance Personal Productivity



Puneet Bhargava, MD, FSAR, FAUR, FACR

Professor, Abdominal Imaging



@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

Getting Things ✓ DONE

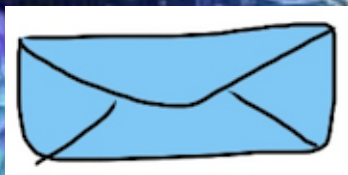
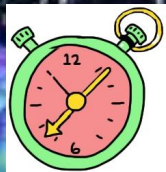
The Art of
Stress-Free
Productivity

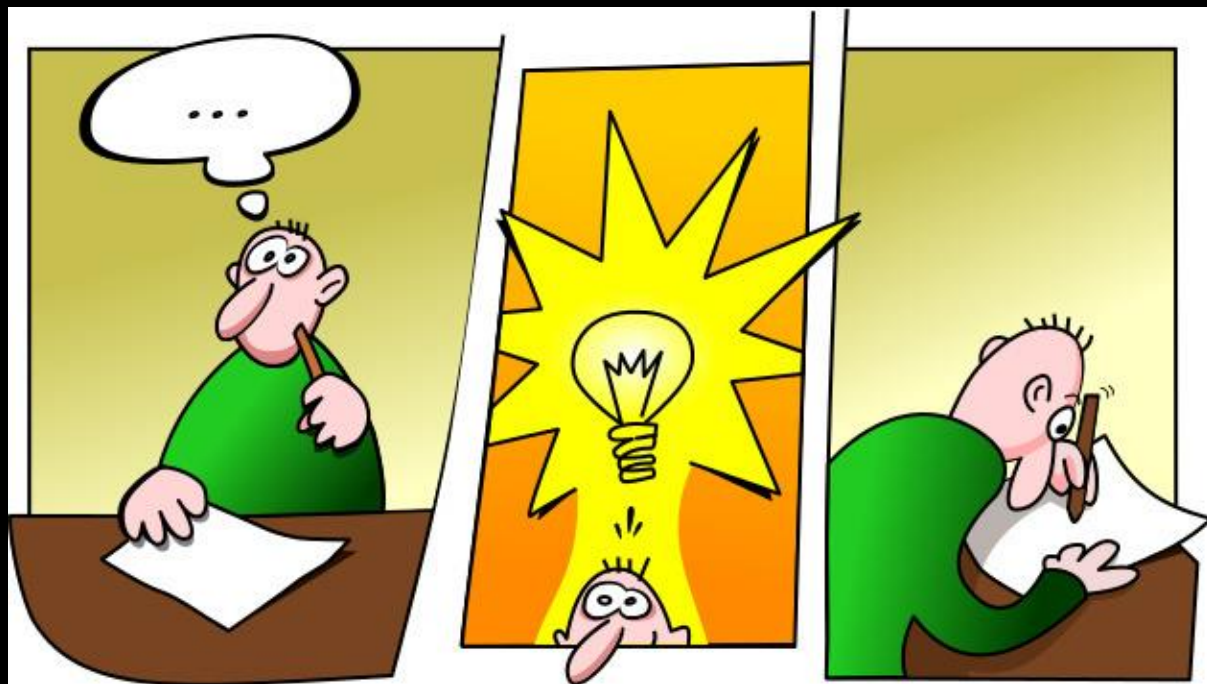


David Allen

"The personal productivity guru."
— *Fast Company*



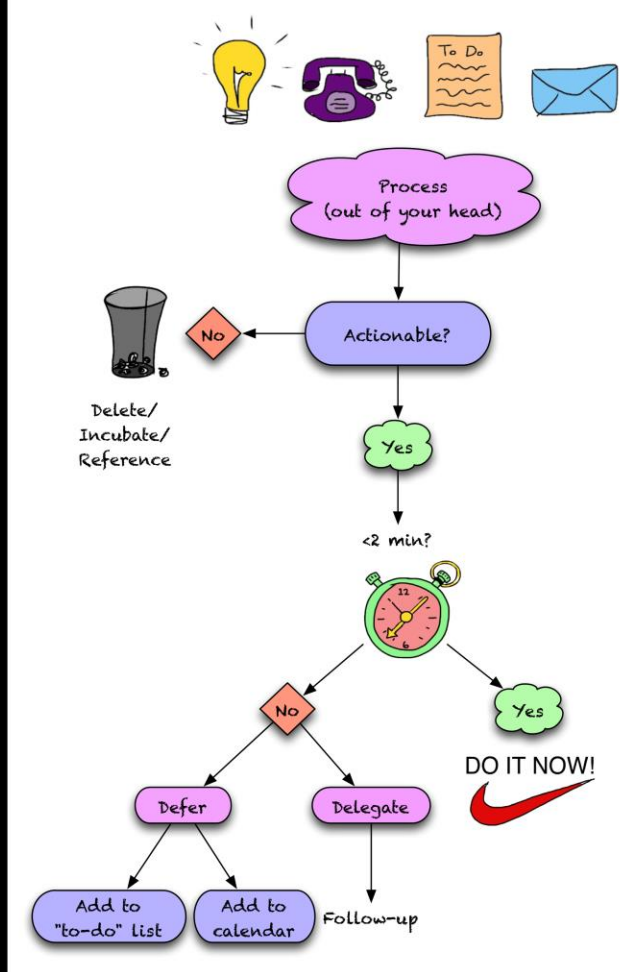




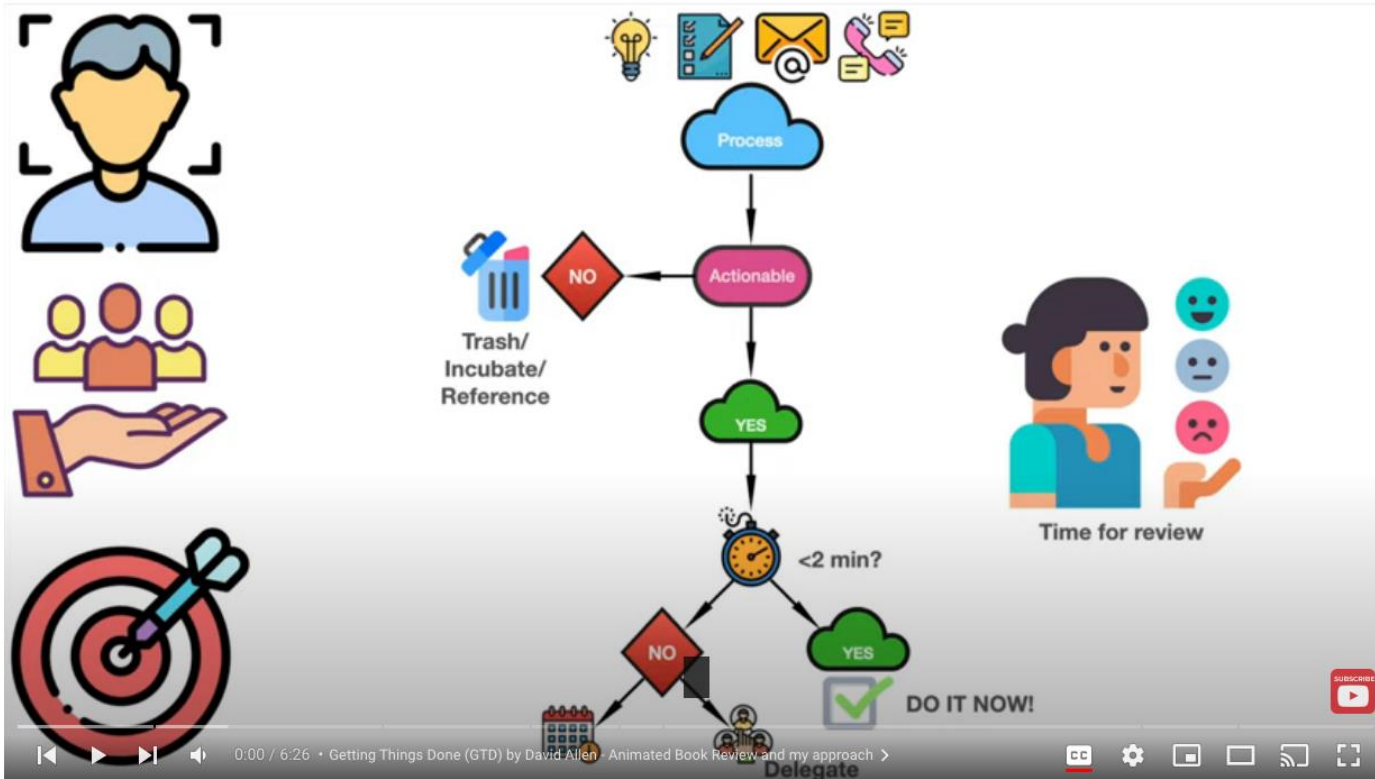
MIND LIKE
WATER







Bhargava P, Lackey AE. The art of productivity: A radiologist's primer for getting stuff done.
ARRS *InPractice* Fall 2013 Issue 7(4):6-8.



SEATTLE

Getting Things Done (GTD) by David Allen - Animated Book Review and my approach



Puneet Bhargava

1.33K subscribers

Analytics

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86



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1.9K views 1 year ago

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 its initial publication in 2001. I credit my GTD expertise with my ability to stay on top of numerous projects.

How to Manage Your Time Effectivel...

Puneet Bhargava · 3 / 10



The Dream Desk Setup -
Workspace + Desk Tour 2022

Puneet Bhargava



You Need A Stream Deck! The
Secret To My Productivity...

Puneet Bhargava



Getting Things Done (GTD) by
David Allen - Animated Book...

Puneet Bhargava



The Psychology of Creativity
Explained

Puneet Bhargava



TOO MANY EMAILS? Use
THESE Tips & Tricks to Take...

Puneet Bhargava



Success, Motivation and
Collaboration in Radiology

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Microproductivity: Getting Big
Things Done Using Smaller...

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Mind Like Water | Bruce Lee
Philosophy Explained

Puneet Bhargava

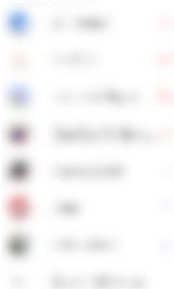


How to Get Rid of Muscle

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- Shorts
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- History
- Your videos
- Watch later
- Liked videos
- Show more

Subscriptions



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How to Manage Your Time Effectively, Be Productive an...

Puneet Bhargava

Public

10 videos 2,013 views Last updated on Dec 7, 2022



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The Dream Desk Setup - Workspace + Desk Tour 2022

Puneet Bhargava • 8.7K views • 11 months ago



You Need A Stream Deck! The Secret To My Productivity Working From Home

Puneet Bhargava • 6.2K views • 11 months ago



Getting Things Done (GTD) by David Allen - Animated Book Review and my approach

Puneet Bhargava • 1.9K views • 1 year ago



The Psychology of Creativity Explained

Puneet Bhargava • 1.8K views • 1 year ago



TOO MANY EMAILS? Use THESE Tips & Tricks to Take Control of your Inbox

Puneet Bhargava • 1K views • 2 months ago



Success, Motivation and Collaboration in Radiology

Puneet Bhargava • 620 views • 1 year ago



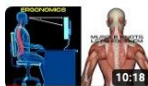
Microproductivity: Getting Big Things Done Using Smaller Tasks. 5 Favorite Apps

Puneet Bhargava • 546 views • 11 months ago



Mind Like Water | Bruce Lee Philosophy Explained

Puneet Bhargava • 353 views • 8 months ago



How to Get Rid of Muscle Knots in Your Neck, Traps, Shoulders, and Back - Ergonomics Explained

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9 Email Etiquette Tips - How to Write Better Emails at Work

Puneet Bhargava • 1.1K views • 1 month ago



To-do List

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



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NOVEMBER

- S 1 study group dinner @ 5:30
M 2
T 3 Mom's birthday dinner @ 5pm
W 4 staff potluck lunch
T 5
F 6 Williams' for dinner
S 7
S 8
M 9 Smith playdate @ 9am
10 Ben ST @ 10am
11 planning meeting @ 7:15pm // no school
T 12 Sam OT @ 2pm
F 13
S 14 birthday party 11-1
S 15
M 16
T 17
W 18
T 19 Sam OT @ 3pm
F 20 MOCKINGBAY!!!
S 21
S 22
M 23
T 24
W 25 school Thanksgiving party
T 26 Thanksgiving family lunch @ 12:30pm
F 27
S 28
S 29 local gift show 2-6pm
M 30

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.**



Defer

Evernote

Puneet Bhargava

+ New Note in bhargp's notebook

Search notes

New Notebook Find a notebook

Name Count Updated

ACER	1	ERRANDS	5	Puneet Bhargava	5	QA	3	VA	
ARRS	4	Evernote	3	Medical	7	RadLinks	3		
AUR	2	Faculty Development	3	Meetings	3	RCR	2	VA Clinical work	
Automotive Puneet Bhargava	2	Fitness	5	Mentoring	2	Research projects	19	VA Faculty Meetings	
bhargp's notebook	9	Fluoro Puneet Bhargava	5	Mortgage	1	Restaurants	1	VA FEA	
Books	6		1	Movies	3	Reviews notes	3	VA Fellows	
	2	HCC Puneet Bhargava	6	MRI	2	RSNA	5	VA Hiring Puneet Bhargava	
Conference call - UberConference	1	India	3	Music	1	SAR	2		
CPDR	1	Inspiration	0	OB	0	Skitch	25	VA Residents	
CT	14	Investment	31	PACS	1	Tax	3	VA Residents Onboarding... Puneet Bhargava	
CV	3	Liver	0	Puneet Bhargava	5	Travel	8	Trash	
Editorials	30	Liver tumor conference	0	Productivity	14	US	4		

Announcements

SHORTCUTS

- To-Do List
- Deadlines
- Phone numbers VA...
- Publications status
- Incidentaloma Man...
- Clinical conference...
- Teaching conferen...
- Status of Pending...
- Research projects 19
- Pending additions t...
- ERRANDS 5
- Productivity 14
- UW Review Course
- bhargp's notebook 9
- 5

RECENT NOTES

- ARRS CEDP Session
- To-Do List
- Installing Display M...
- SELF DIRECTED...
- JACR Revisions Pr...

Notes 402

Notebooks

Defer

◀ April 2014 ▶

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	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	1	2	3
4	5	6	7	8	9	10

SUNDAY 4/27/14

Prepare GU Board review

all-day

MONDAY 4/28/14

GAP 50%

all-day

- Reminder to all residents 9:00 – 10:00 AM
- WEEKLY REVIEW EMAIL FOLDER 10:00 – 11:00 AM
- Onboarding meeting Eldridge-Bhargava 12:30 – 12:45 PM
- GU Board Review 4:00 – 6:00 PM

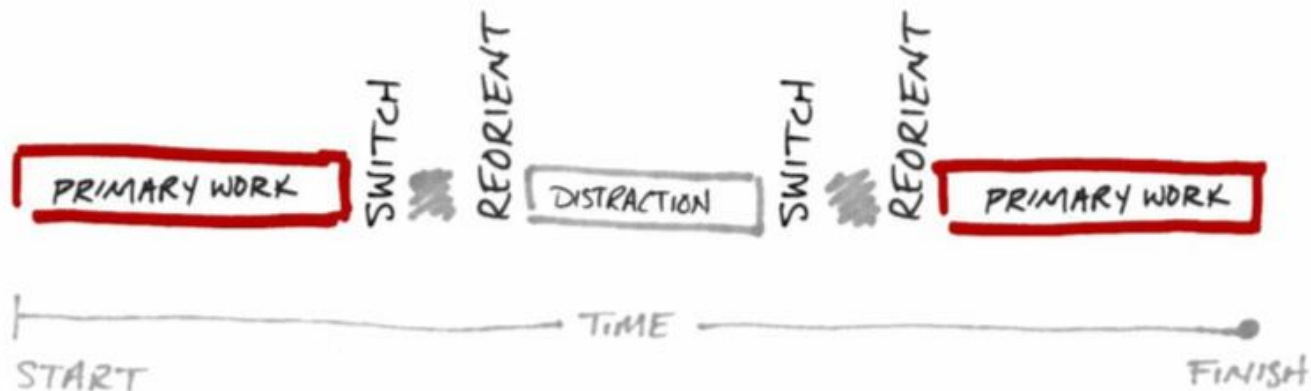


“ The beginner
does what’s easy.

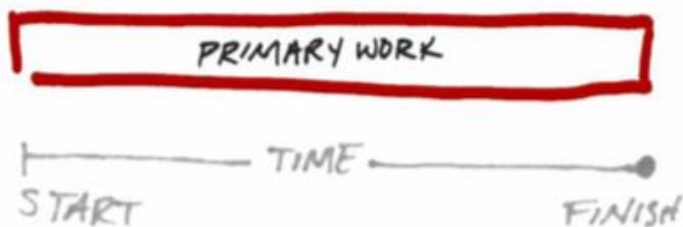
The master does
what’s important.”

- Robin Sharma

INTERRUPTED WORKFLOW



FOCUSED WORKFLOW



DEEP

RULES FOR FOCUSED SUCCESS
IN A DISTRACTED WORLD

WORK

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



By Puneet Bhargava
Associate Professor
Department of Radiology
University of Washington

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 Gain?

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

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, Part 1: Getting Things Done, Using E-Mail, Scanners, Reference Managers, Note-taking Applications, and Text Expanders

Amanda E. Lackey, MD^a, Mariam Moshiri, MD^b, Tarun Pandey, MD^a,
Chandana Lall, MD^c, Neeraj Lalwani, MD^b, Puneet Bhargava, MD^d

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

J Am Coll Radiol 2014;11:481-489. © 2014 Published by Elsevier on behalf of American College of Radiology

BE CREATIVE, DARE TO BE DIFFERENT



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

2:40 / 10:21 [CC] [Settings] [Full Screen] [Share] [Embed]

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The Psychology of Creativity Explained
1,146 views • Premiered Sep 7, 2021

22 DISLIKE SHARE SAVE ...

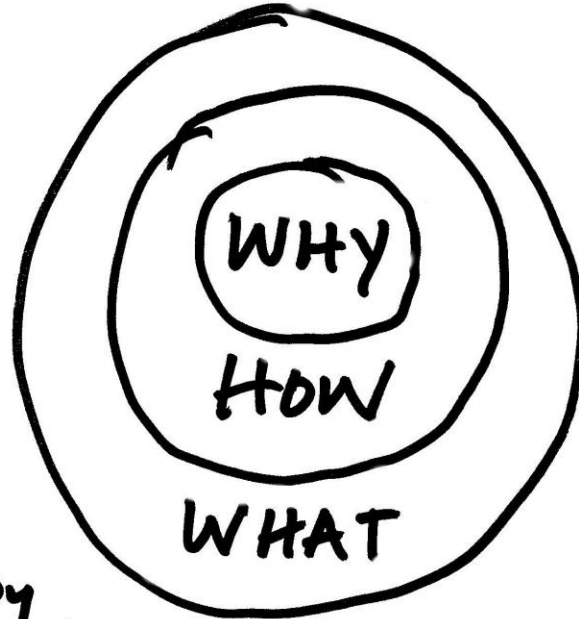
Chat Replay is disabled for this Premiere.

- Productivity / Time Management / Creativity
Puneet Bhargava - 1 / 4
- CREATIVITY The Psychology of Creativity Explained
Puneet Bhargava 10:22
 - 2 Getting Things Done (GTD) by David Allen - Animated Book...
Puneet Bhargava 6:27
 - 3 Microproductivity: Getting Big Things Done Using Smaller...
Puneet Bhargava 5:32
 - 4 Success, Motivation and Collaboration in Radiology
Puneet Bhargava 1:09:21

All Conversation Listenable Watched >

18:21

THE GOLDEN CIRCLE



by
SIMON SINEK



FIND

A PRACTICAL GUIDE TO DISCOVERING
PURPOSE FOR YOU AND YOUR TEAM

YOUR

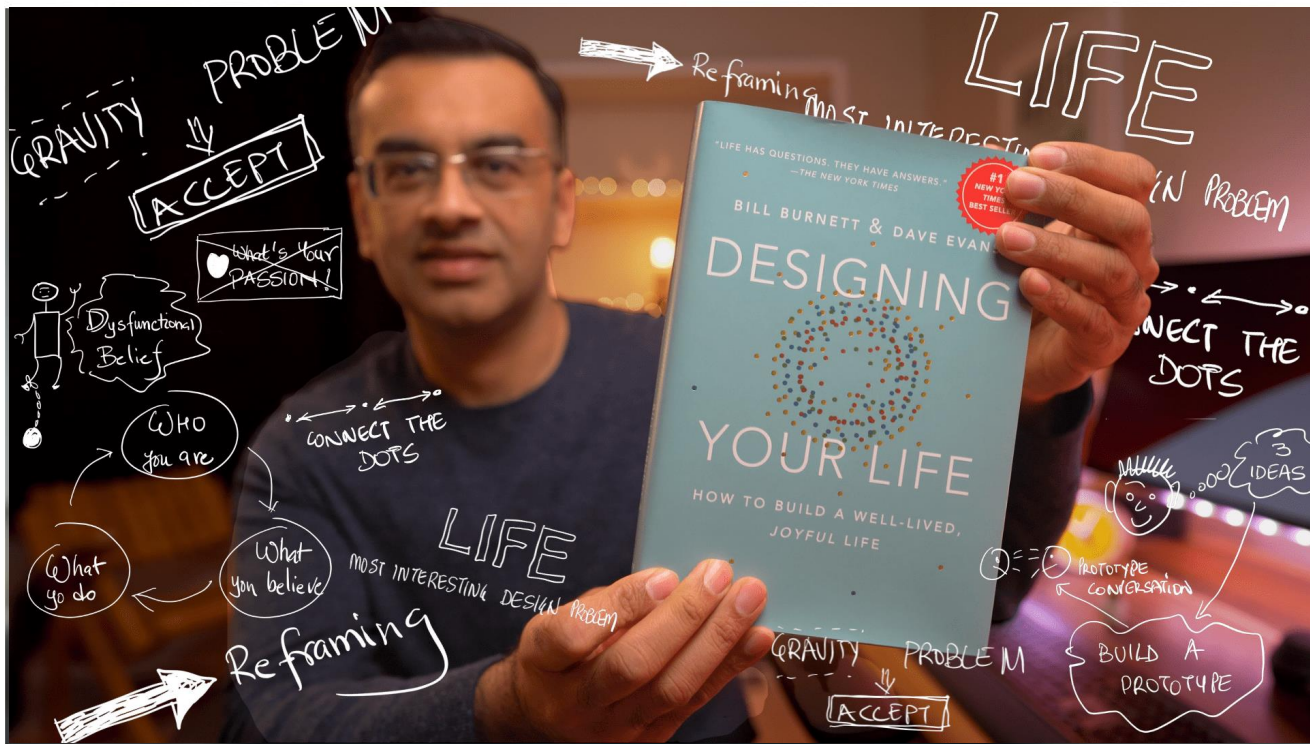
SIMON SINEK

BESTSELLING AUTHOR OF *START WITH WHY*

DAVID MEAD and PETER DOCKER

WHY





SEATTLE

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



Puneet Bhargava
1.33K subscribers

Analytics

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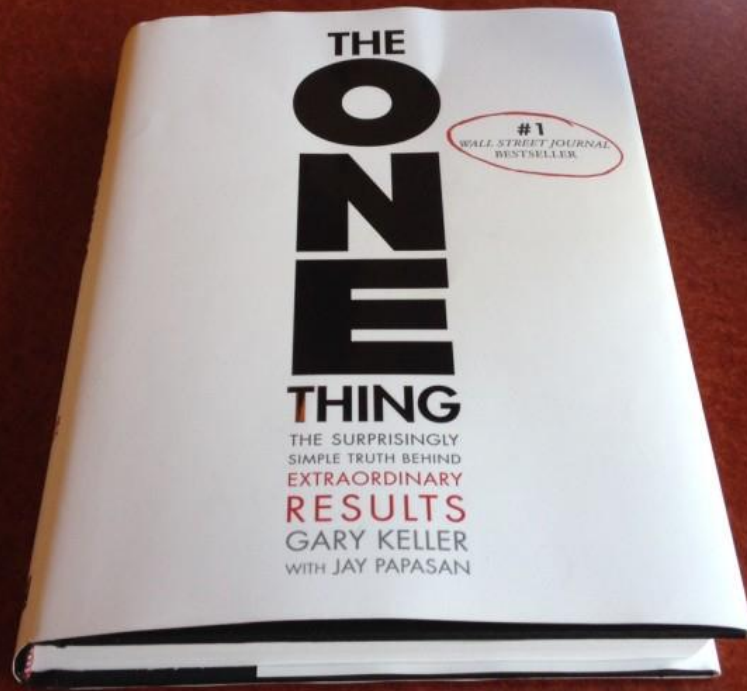
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1.8K views 2 weeks ago

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 8-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. [Show more](#)



THE ONE THING

THE SURPRISINGLY
SIMPLE TRUTH BEHIND
EXTRAORDINARY
RESULTS
GARY KELLER
WITH JAY PAPASAN

#1
WALL STREET JOURNAL
BESTSELLER



IF YOU CHASE TWO RABBITS...



... YOU WILL NOT CATCH EITHER **ONE**.

RUSSIAN PROVERB

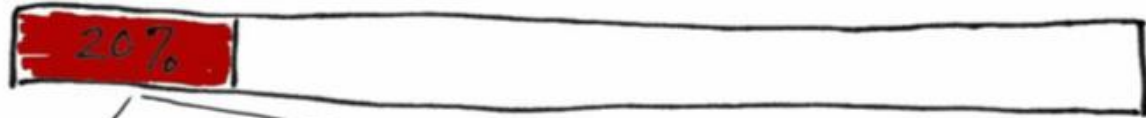
Extraordinary results are directly
determined by how narrow you
can make your focus.

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



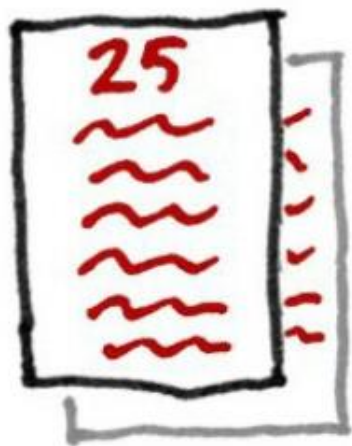
RESULTS

TO-DO LIST

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

SUCCESS LIST

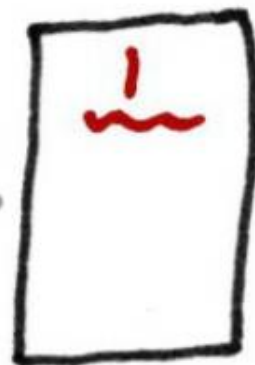
1. **Should do**
2. **Should do**
3. **Should do**
4. **Should do**



20%
→

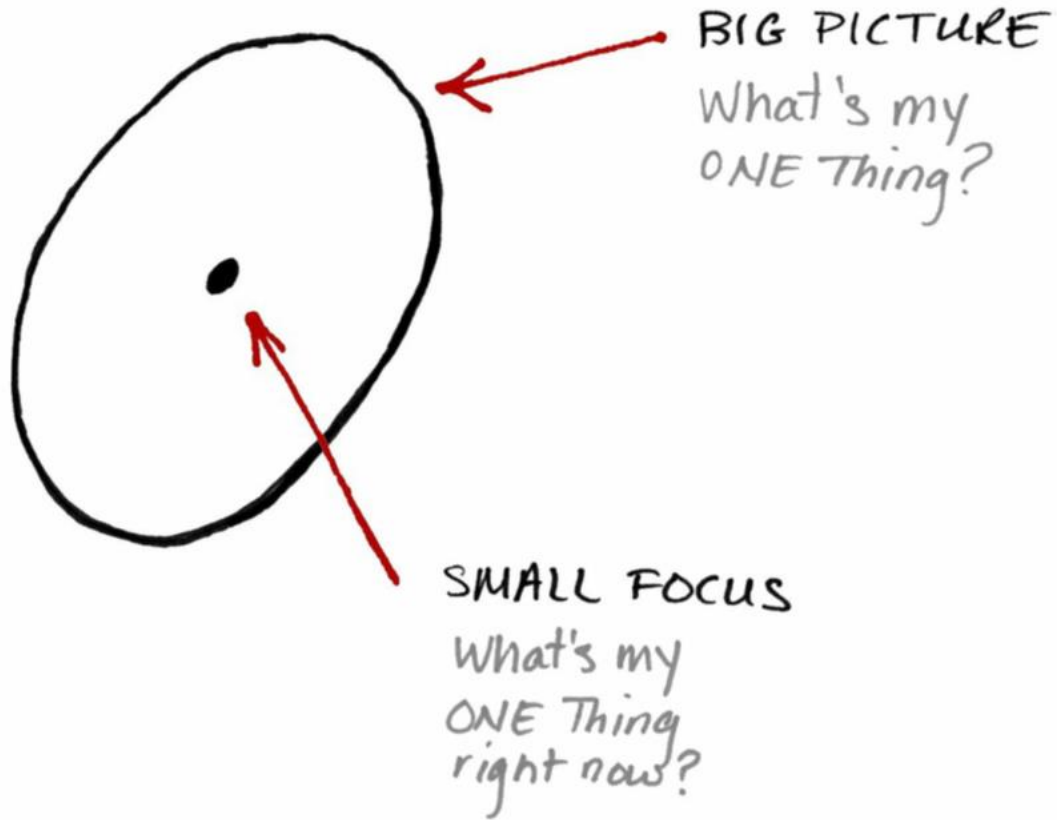


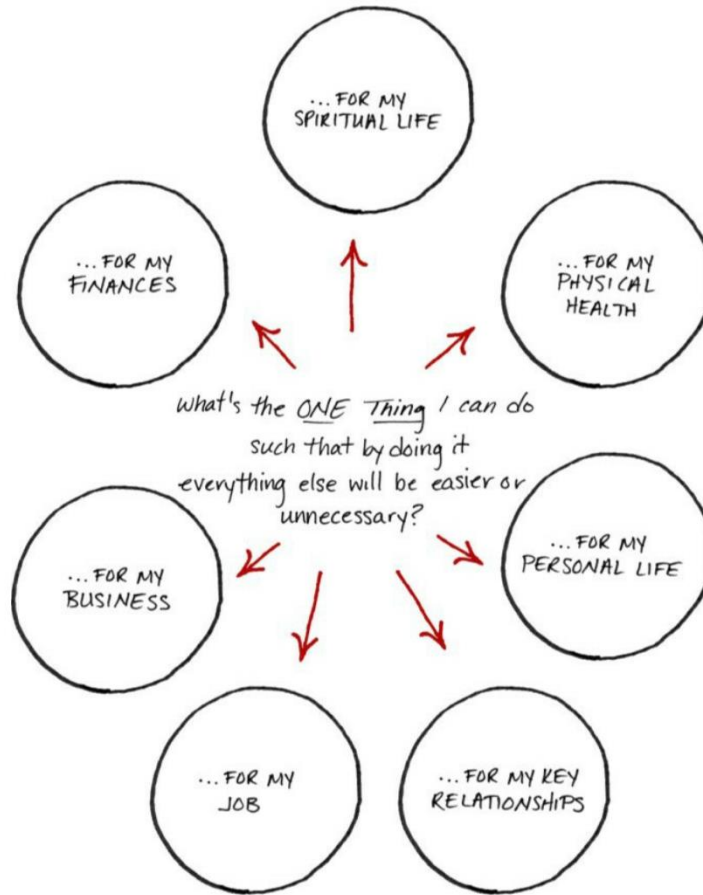
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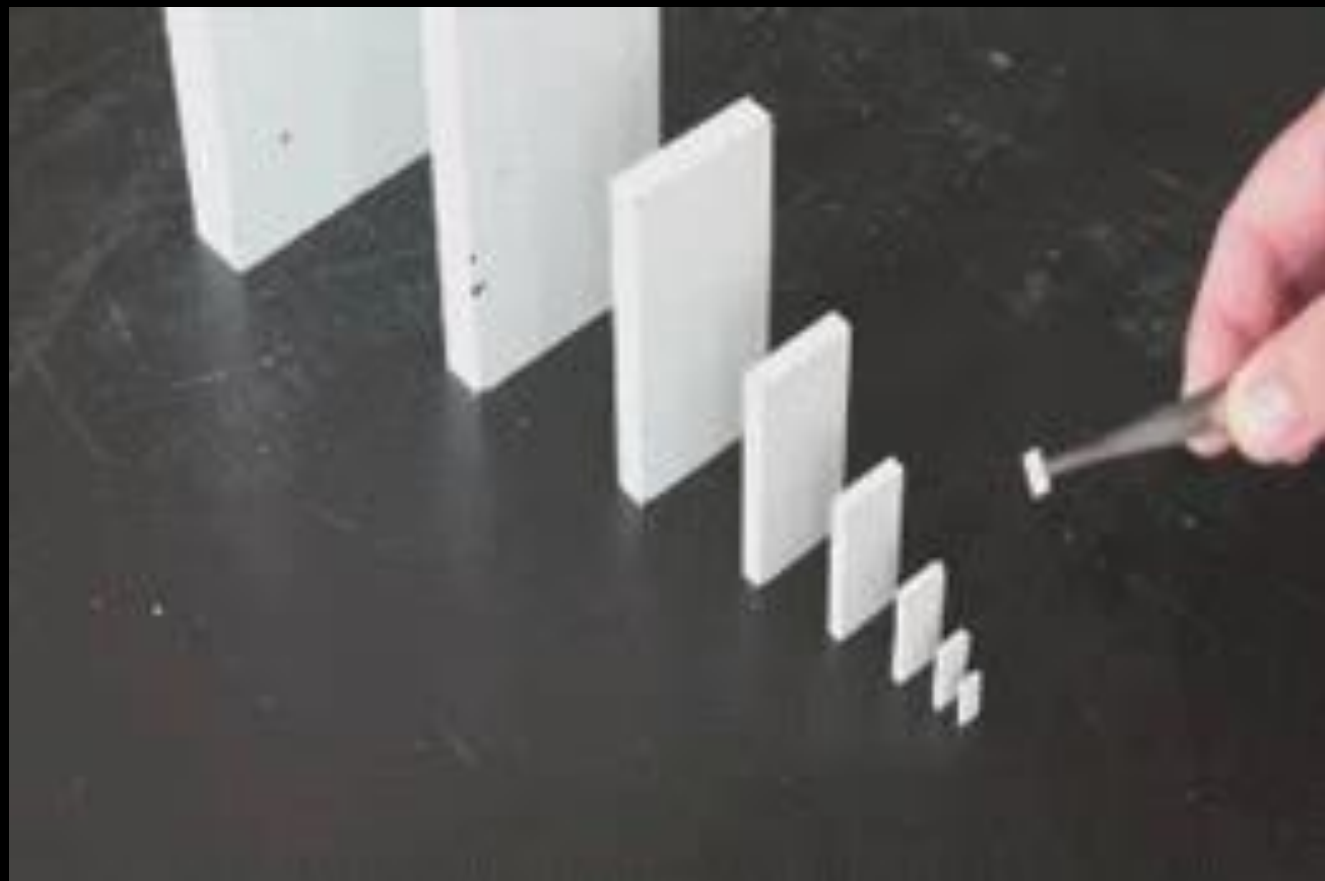


THE ROLE of DISCIPLINE in ACHIEVEMENT

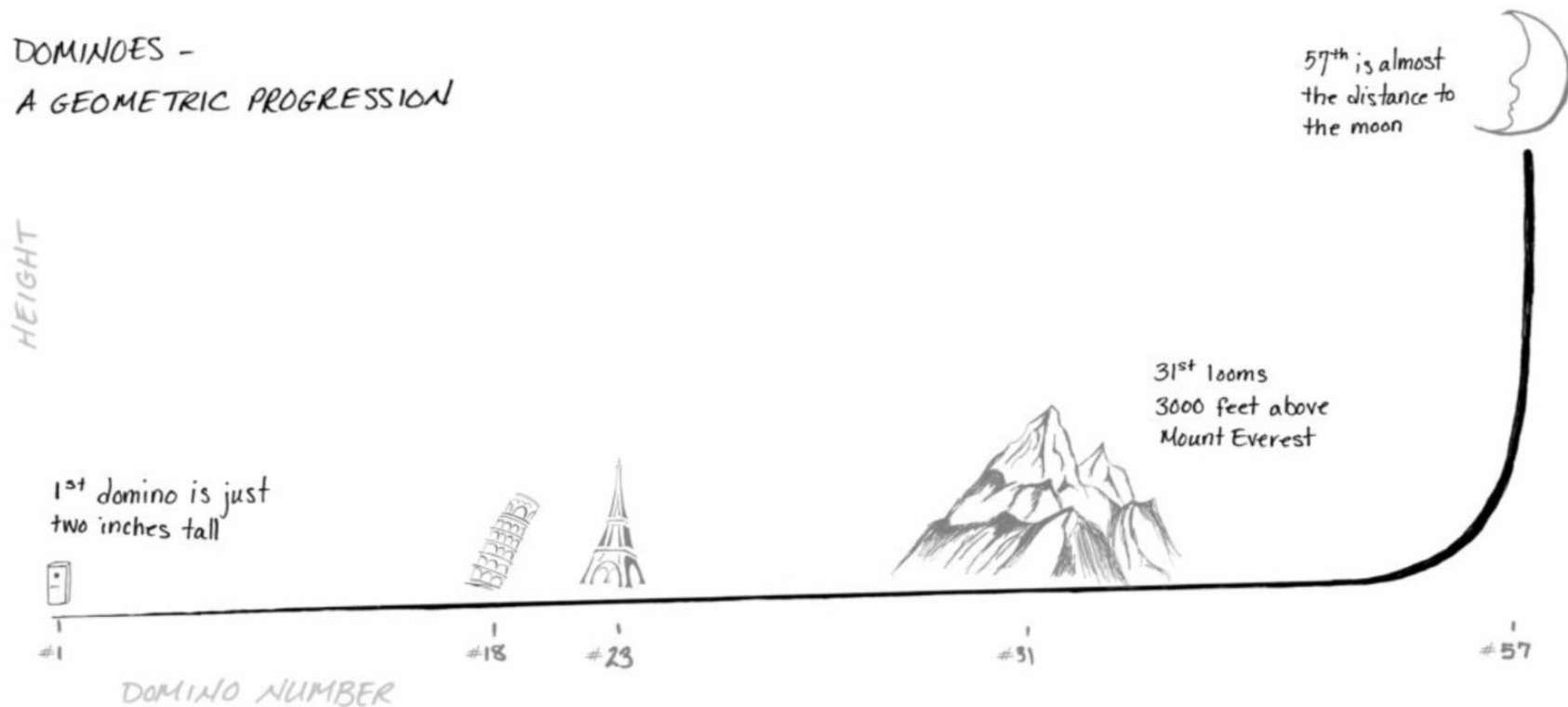








DOMINOES - A GEOMETRIC PROGRESSION



“One-Degree” Mistake



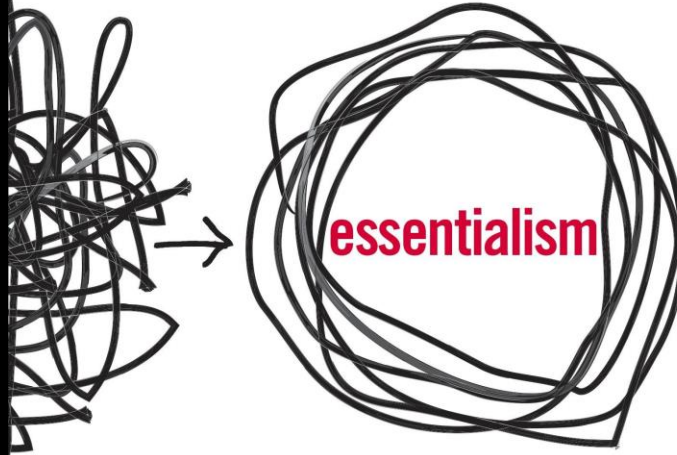
For every degree you fly off course,
you will miss target by 92 feet for every mile you fly

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

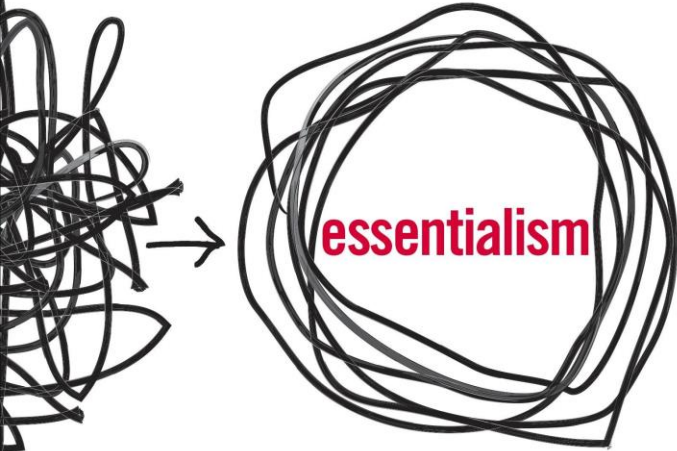
New York Times Bestseller



The Disciplined Pursuit of Less

GREG McKEOWN

New York Times Bestseller



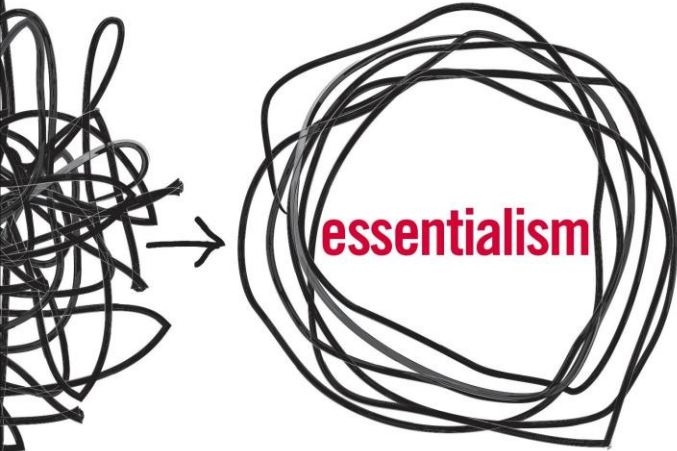
The Disciplined Pursuit of Less

GREG MCKEOWN

Key Idea

Weniger aber besser

New York Times Bestseller



The Disciplined Pursuit of Less

GREG McKEOWN

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.

effortless

Make It Easier to Do What Matters Most



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



Joshua Fields Millburn & Ryan Nicodemus write about living a meaningful life with less stuff for 4 million readers. As featured on: ABC, CBS, NBC, BBC, TODAY, NPR, TIME, Forbes, The Atlantic, New York Times, Wall Street Journal, USA Today, and National Post. They live in Missoula, Montana.

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MINIMALISM 2.0

By Joshua Fields Millburn & Ryan Nicodemus · Follow: [Twitter](#), [Facebook](#), [Instagram](#)

minimalism
live a meaningful life

NEW YORK TIMES
BEST SELLER
—
2 MILLION COPIES
SOLD WORLDWIDE

the life-changing
magic of tidying up

the Japanese art of decluttering
and organizing

marie kondo



WHAT IS





LET'S GET FIRED UP



Home Mortgage



Transportation



Food

The Shockingly Simple Math Behind Early Retirement

Savings Rate (Percent)	Working Years Until Retirement
5	66
10	51
15	43
20	37
25	32
30	28
35	25
40	22
45	19
50	17
55	14.5
60	12.5
65	10.5
70	8.5
75	7
80	5.5
85	4
90	Under 3
95	Under 2
100	Zero

- Home
- Shorts
- Subscriptions

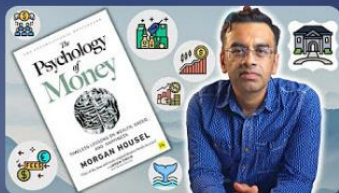
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Puneet Bhargava

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How to Manage Your Money - 7 Money Rules to Build Wealth

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5 Things a Physician in Training needs to know about Personal Finance in 59 seconds #Shorts

Puneet Bhargava • 771 views • 1 year ago



Personal Finance Screening Test #Shorts

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#1 INTERNATIONAL BESTSELLER

THE HAPPINESS EQUATION

WANT NOTHING + DO ANYTHING
= HAVE EVERYTHING

NEIL PASRICHA

"Dale Carnegie was last century. Stephen Covey was last decade.
Neil Pasricha is what's now." —SUSAN CAIN, author of *QUIET*

6 words for happiness

GREAT
WORK



BIG
SUCCESS



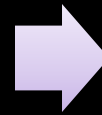
BE HAPPY



BE HAPPY



GREAT
WORK



BIG
SUCCESS

**STOP CHOOSING
GOALS YOU
DON'T HAVE
CONTROL OVER**



FROM *Yes and Yes*.ORG

CREATIVE VISUALIZATION



Ikigai

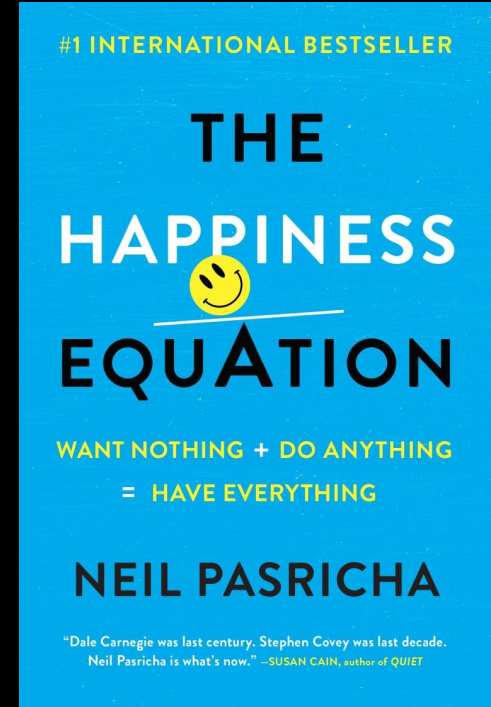
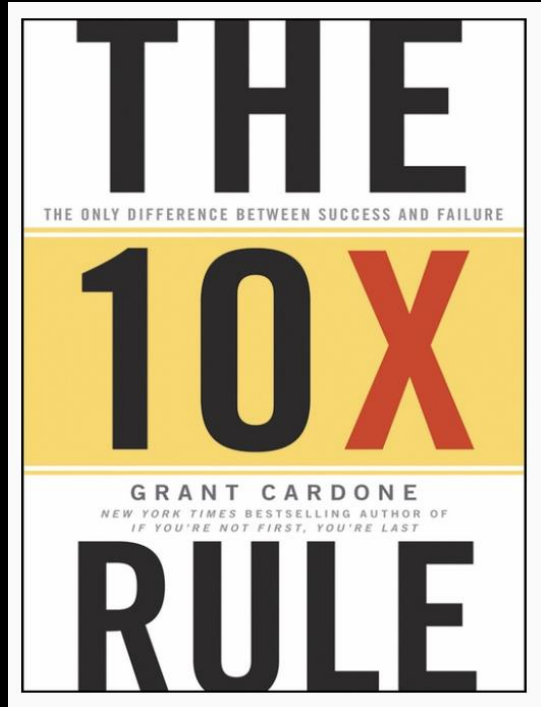
A JAPANESE CONCEPT MEANING "A REASON FOR BEING"



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

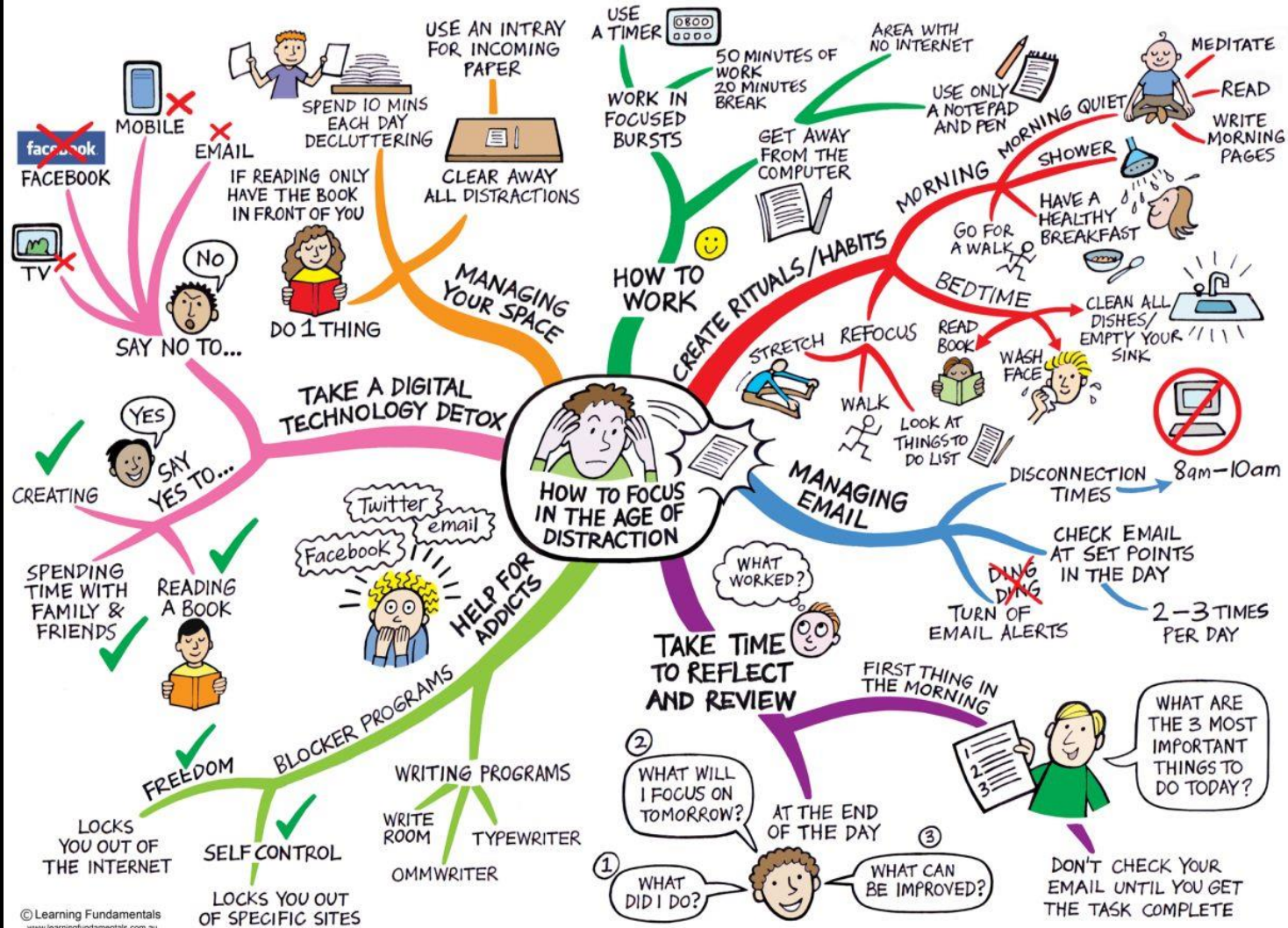


Documentary Recommendation



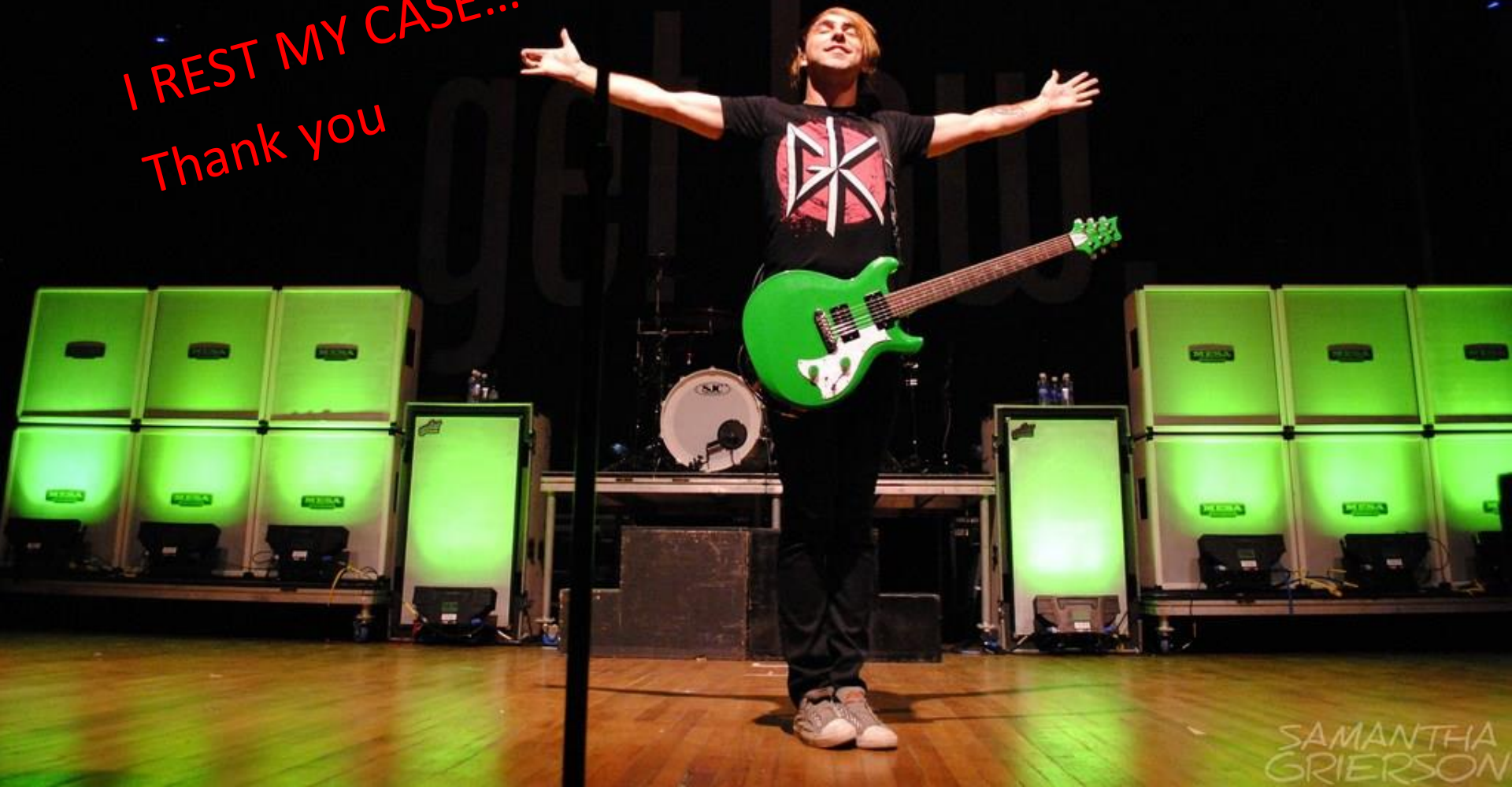


**“Time management is a great concept,
but who has time for it?!”**



**“CHANGE IS
hardest at the
beginning,
messiest in the
middle,
AND BEST AT THE
END.”**
**- Robin
Sharma**

I REST MY CASE...
Thank you



SAMANTHA
GRIERSON