Getting Stuff Done: A Mindful Approach to Enhance Personal Productivity

Puneet Bhargava, MD, FSAR, FAUR, FACR
Professor, Abdominal Imaging

@bhargp
@PuneetBhargava

DO IT NOW!
Productivity is being able to do things that you were never able to do before.

(Franz Kafka)
Introduce the concept of “Getting Things Done”

Learn the concept of “The One Thing”

Getting the “Right Things” Done
Values
/va-lews/

def: The common beliefs of a section of people such as an ethnic group or a business organization as to what is good and right.
Successful Faculty Professor?  
Vice-Chair  
Chair!
Think Different (BHAG)

Wherever you are

Whatever you wan’t to be!
People cannot find their missions until they know themselves.

–Laurie Beth Jones
MIND LIKE WATER
How to Manage Your Time Effectively, Be Productive an...
The Focus Funnel

Tasks

Eliminate

Automate

Delegate

Procrastinate on purpose

Priority Dilution

Priority Concentrate

Concentrate Procrastinate

Now Later
To-do List

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

- Finalize CT protocols
- Fax copyright forms
- Call John Doe
- Send follow-up email for an important pending task
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
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<td>Study group dinner @ 5:30</td>
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<tr>
<td>2</td>
<td>Mom's Birthday dinner @ 5pm</td>
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<td>3</td>
<td>Staff potluck lunch</td>
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<td>Williams' for dinner</td>
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<td>Smith playdate @ 9am</td>
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<td>10</td>
<td>Ben ST @ 10am</td>
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<td>11</td>
<td>Planning meeting @ 7:15pm // no school</td>
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<tr>
<td>13</td>
<td>Sam OT @ 2pm</td>
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<tr>
<td>14</td>
<td>Birthday party 11-1</td>
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<td>20</td>
<td>Sam OT @ 3pm</td>
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<td>21</td>
<td>MockingJay!!!</td>
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<tr>
<td>25</td>
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<td>Thanksgiving family lunch @ 12:30pm</td>
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<td>29</td>
<td>Local gift show 2-4 pm</td>
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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
9 steps to designing the life you want (NO, it's not find your PASSION)
INBOX ZERO

- DELETE!
- Delegate
- Defer
- Do
Defer

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<td>Notes</td>
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</table>
Dozens of apps. One subscription. $9.99

Power up your workflow with Setapp, a smart way to get apps.

First month free Code “PUNEET”
“The beginner does what’s easy.
The master does what’s important.”
- Robin Sharma
Interrupted Workflow

- Primary Work
- Switch
- Reorient
- Distraction
- Switch
- Reorient
- Primary Work

Focused Workflow

- Primary Work

Start → Time → Finish
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. McNeely, 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

WHAT

HOW

WHY

by Simon Sinek
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
**To-do list**

- Could do
- Could 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

DISCIPLINE

TIME
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

1  18  23  31  57

DOMINO NUMBER

HEIGHT

31st looms
3000 feet above Mount Everest

57th is almost the distance to the moon
SHOW YOUR WORK!

10 WAYS TO SHARE YOUR CREATIVITY AND GET DISCOVERED

AUSTIN KLEON
Puneet Bhargava, MD, FSAR, FAUR, FACR

Online educator on YouTube. Passionate about happiness and work-life design. EIC @CPDRJournal, Professor Abdominal Imaging.

Radiologists ☑️ Seattle, WA 🎥 youtube.com/@PuneetBhargav...
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Puneet Bhargava, MD, FSAR, FAUR, FACR @bhargp · Apr 16
New video: How to "Reverse Engineer" Success: Decoding Greatness - Book Summary & Key Lessons

Full video link - youtu.be/lLE5r6PVNO
Hello and welcome👋
Many know me as Dr. Bhargava, Radiologist, but but I am also a Writer, Speaker and YouTuber
Join me as we explore exciting new ways to be more productive, creative and lead more fulfilling lives.
The Psychology of Creativity Explained

Let's say you are a busy professional, perhaps early in your career and you are surrounded by these individuals who are doing some amazing things AND you think they have some superpowers that you don't. In this video I will share with you Ten Simple Strategies to foster your creativity.

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

In this video, we're going to learn about David Allen's Getting Things Done methodology, the art of stress-free productivity.

Getting Your Research Papers Published (An Editor Simplifies the process)

Those who write JUST GET MORE OUT OF LIFE. So if you’re a researcher, student, resident, fellow or faculty in the academic setting AND are trying to get a research paper published - getting
Tech Tools

We believe that choices of devices should be made to fit a radiologists' individual needs, and are not a one-size-fits-all solution. Click on the devices below to learn about their (1) Functionality (2) Ergonomics (3) Value and (4) Ease of Use at the workstation.

If you buy something we recommend we may get an affiliate commission, but it never affects your price or what we pick.

Gaming Mice
TAKE YOUR PAYCHECK OUT OF THE EQUATION.
# The Shockingly Simple Math Behind Early Retirement

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<th>Working Years Until Retirement</th>
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<td>100</td>
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Blog: MrMoneyMustache.com
Saving $1 Million
By saving $10k annually at a 7% interest rate
How to use Financial Independence - A Burnout Antidote. A Grand Rounds Presentation

197 views • Oct 17, 2021

Puneet Bhargava
94 subscribers
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
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
the life-changing magic of tidying up
the Japanese art of decluttering and organizing

marie kondo
You DON'T need to pay a Financial Advisor! This is why...

Puneet Bhargava
Public
8 videos 1,517 views Last updated on Dec 7, 2022

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Puneet Bhargava - 859 views • 1 year ago

My Investment Philosophy And Strategy
Puneet Bhargava - 617 views • 1 year ago

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THE HAPPINESS EQUATION

WANT NOTHING + DO ANYTHING = HAVE EVERYTHING

NEIL PASRICH

“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
STOP CHOOSING GOALS YOU DON'T HAVE CONTROL OVER
CREATIVE VISUALIZATION
Amor Fati

“Do not seek for things to happen the way you want them to; rather, wish that what happens happen the way it happens: then you will be happy.”
Memento Mori
Stories you will share with your grand kids
STOP CHOOSING GOALS YOU DON'T HAVE CONTROL OVER
More good stuff on the channel!
Puneet Bhargava, MD, FSAR, FAUR, FACR
@bhrpg

Online educator on YouTube. Passionate about happiness and work-life design. EIC @CPDRJournal, Professor Abdominal Imaging.
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Tweets  Replies  Media  Likes

Pinned Tweet
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New video: How to "Reverse Engineer" Success: Decoding Greatness - Book Summary & Key Lessons

Full video link - youtu.be/IiLE5r6PVNO

Unlock more features with a Tweet Hunter account
Already have a Tweet Hunter account?
To be able to care for others

You have to care for yourself

Rest, sleep, slow time

Liz Fosslien
Ideas to explore

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

1. "The 10X Rule" by Grant Cardone
2. "The ONE Thing" by Gary Keller with Jay Papasan
3. "The Happiness Equation" by Neil Pasricha

"Dale Carnegie was last century, Stephen Covey was last decade, Neil Pasricha is what's now."

— BRYAN HCN, author of QUIET
Book Recommendations
I REST MY CASE...
Thank 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 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.

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 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

Amanda E. Lackey, MDa, Mariam Moshiri, MDb, Tarun Pandey, MDa, Chandana Lall, MDC, Neeraj Lalwani, MDb, Puneet Bhargava, MDb

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
You don’t have to do everything!
Even Batman had Robin.
WHAT IS

JOB CRAFTING?
“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
essentialism

The Disciplined Pursuit of Less

GREG McKEOWN
“CHANGE IS hardest at the beginning, messiest in the middle, AND BEST AT THE END.”

- Robin Sharma
YOU CAN DO AMAZING THINGS
Do it with passion or not at all
Documentary Recommendation

MINIMALISM
A DOCUMENTARY ABOUT THE IMPORTANT THINGS

NETFLIX
DECEMBER 15
“Time management is a great concept, but who has time for it?!”