

# Skills for the Busy Faculty Member: Time Management and Organization

UW SOM Office of Faculty Affairs  
Jan 9, 2025

Michelle “Mimi” T. Cabrera, MD  
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# Schedule: Time Management & Organization

- 9-9:05am Introduction – Mimi Cabrera, MD
- 9:05-9:50am Getting Stuff Done – Puneet Bhargava, MD
- 9:50-10:00am Q&A
- 10:00-10:05am Break
- 10:05-10:40am Email tips: Inbox Zero – Mimi Cabrera, MD
- 10:40-11am Final Q&A

# Disclosures

Today's speakers have no financial relationships with an ineligible company relevant to this presentation to disclose.

None of the planners have relevant financial relationship(s) to disclose with ineligible companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients

*\*All relevant financial relationships have been mitigated\**

# Who is in the room?

Type into the chat:

1. Where do you work?
2. What do you do?

# Who is in the room?

Type into the chat:

What are you most interested in learning today?

# CME Text Attendance

For CME credit, please text the **email address** used in your  
CME registration to **833-394-7078**

Then text activity code **11024**



# Inbox Zero

Skills for the Busy Faculty Member:  
Time Management and Organization

Jan 9, 2025

Michelle "Mimi" T. Cabrera, MD

Head of Ophthalmology, Seattle Children's Hospital

Professor, Ophthalmology, UW SOM







	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>Weekly</b>	Mon			Tues			Wed			Thurs			Fri			Sat
2		Duty	Current State	Future State	Duty	Current State	Future State	Duty	Current State	Future State	Duty	Current State	Future State	Duty	Current State	Future State	Duty
3	Zoe	breakfast + drop off	Mimi	Mimi	breakfast + drop off	Mimi	Mimi	breakfast + drop off	Mimi	Alvin	breakfast + drop off	Mimi	Mimi	breakfast + drop off	Alvin	Alvin	breakfast
4			Mimi	Mimi	meet at home after bus	Mimi	Mimi				piano	Mimi	Mimi	meet at home after	Alvin	Alvin	piano
5					homework/enrichment	Mimi	Mimi				homework/enrichment	Mimi	Mimi	piano	Alvin	Alvin	hyc practice
6		pickup from piano	Mimi	Mimi	piano	Mimi	Mimi	pick up from HYC choir	Mimi			Mimi	Mimi	homework/enrichme	Alvin	Alvin	homework/enrichment
7		communicate with Ivonne regarding schedule	Mimi	Mimi	hyc practice	Mimi	Mimi										drop off gymnastics
8								communicate with Ivonne reg	Mimi								pick up gymnastics
9																	afternoon with Zoe
10		prep dinner	Mimi	Mimi													evening with Zoe
11	Food prep	make lunches	Mimi	Mimi	prep dinner	Mimi	Mimi	prep dinner	Mimi	Mimi	prep dinner	Mimi	Mimi	prep dinner	Mimi	Alvin	watch Zoe while Mimi is
12		pack snack/water bottle	Mimi	Mimi	make lunches	Mimi	Alvin	make lunches	Mimi	Mimi	make lunches	Mimi	Mimi				pay Ivonne
13					pack snack/water bottle	Mimi	Alvin	pack snack/water bottle	Mimi	Mimi	pack snack/water bottl	Alvin	Alvin				
14		wash dishes/load dishwasher	Alvin/Mimi	Alvin													
15	Cleaning	clean kitchen/table	Alvin/Mimi	Alvin/Mimi	wash dishes/load dishwa	Alvin/Mimi	Alvin	wash dishes/load dishwasher	Alvin/Mimi	Alvin	wash dishes/load dish	Alvin/Mimi	Alvin	wash dishes/load dis	Alvin/Mimi	Alvin	
16					clean kitchen/table	Alvin/Mimi	Alvin/Mimi	clean kitchen/table	Alvin/Mimi	Alvin/Mimi	clean kitchen/table	Alvin/Mimi	Alvin/Mimi	clean kitchen/table	Alvin/Mimi	Alvin/Mimi	
17	Miscellaneous	Monitor car charging	Alvin	Alvin	Monitor car charging	Alvin	Alvin	bring in trash/recycling bins	Alvin	Alvin	Monitor car charging	Alvin	Alvin	Monitor car charging	Alvin	Alvin	Monitor car charging
18								Monitor car charging	Alvin	Alvin							
19		Duty	Current State	Future State													
20	<b>Monthly</b>	Vacation planning/booking	Mimi	Mimi													
21		communicating with gardener	Alvin	Alvin													
22		arrange payments for zoe activities	Mimi	Mimi													
23		arrange payments for homeowners club	Alvin	Alvin													
24		review credit card statements for fraud	Alvin	Alvin													
25																	
26																	
27			Current State	Future State													
28	<b>Yearly/Biannual</b>	Taxes	Alvin/Mimi	Alvin/Mimi													
29		auto license/registration	Alvin (2 cars)/	Alvin (2 cars)	/Mimi (1 car)												
30		arranging smoke alarm change x2	Mimi	Alvin													
31		arranging Zoe's summer camps	Mimi	Mimi													
32		arranging Zoe's school year activities x2	Mimi	Mimi													
33		arrange family photos	Mimi	Mimi													
34		arrange and distribute holiday card	Mimi	Mimi	plumber, electrician												
35		arrange birthday party	Mimi	Mimi													
36		school registration	Mimi	Mimi													
37		Dependent Care Savings Account	Mimi	Mimi													
38		Health Savings Account	Alvin	Alvin													
39		look into financial investments x2-3	Alvin	Alvin													
40		communicating w/ arborist and neighbors @ t	Alvin	Alvin													
41		coordinating plumbing, electrical about changing	Alvin	Alvin													
42		coordinating plumbing, electrical repairs	Alvin	Alvin													
43		coordinating biannual gutter cleaning	Alvin	Alvin													
44		coordinating biannual window washing	Alvin	Alvin													
45		coordinating patio staining/repair (every 2-3 y	Alvin	Alvin													
46		coordinating HVAC/heat pump maintenance	Alvin	Alvin													
47		coordinating fireplace maintenance	Alvin	Alvin													
48		coordinating generator maintenance	Alvin	Alvin													
49		coordinating annual backflow assembly testing	Alvin	Alvin													
50		salting driveway, shoveling steps	Alvin	Alvin													
51			Alvin	Alvin													

# INBOX ZERO



# Objectives

Inbox Zero – The Philosophy

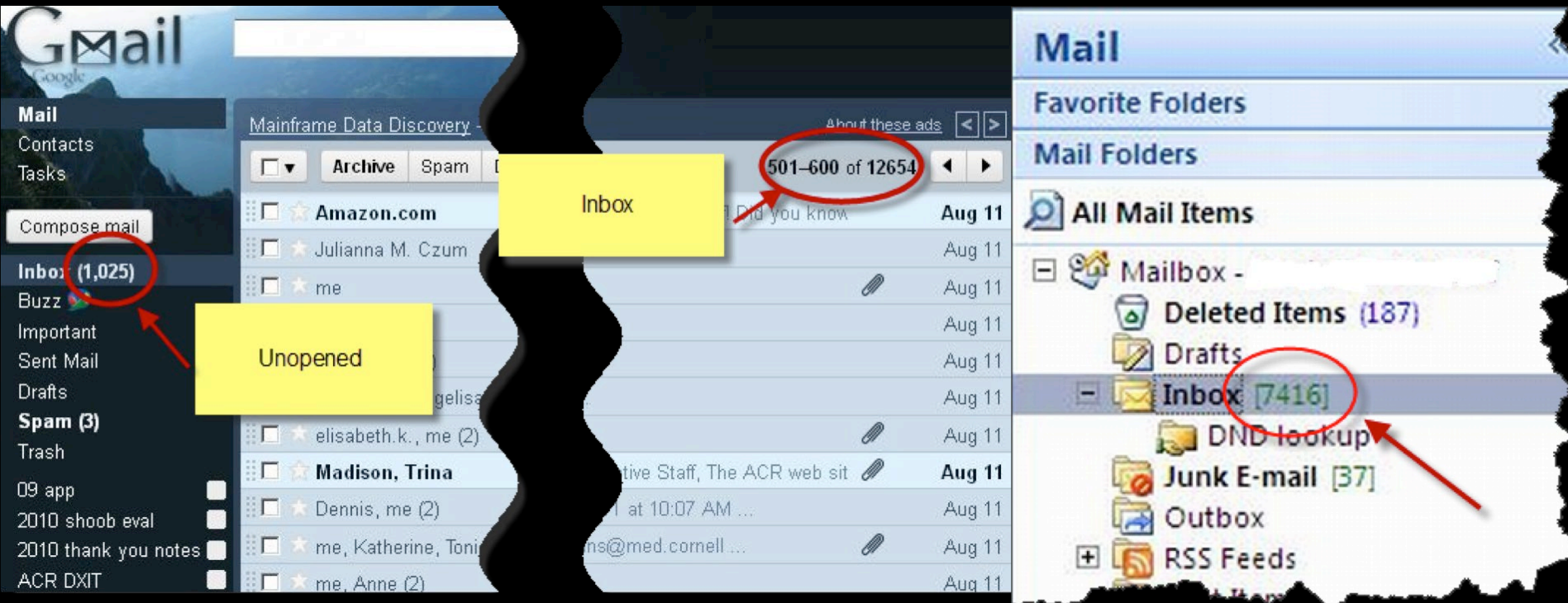


```
graph TD; A[Inbox Zero – The Philosophy] --> B[How To Get To Inbox Zero]; B --> C[Embracing “Inbox Zero” as a state of mind];
```

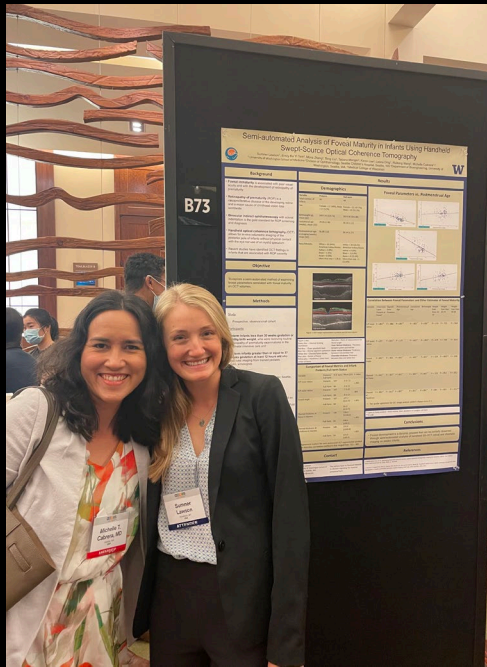
How To Get To Inbox Zero

Embracing “Inbox Zero” as a state of mind

# Inbox Count



# Do you feel present?



# Marie Kondo: Decluttering focuses your life on what matters



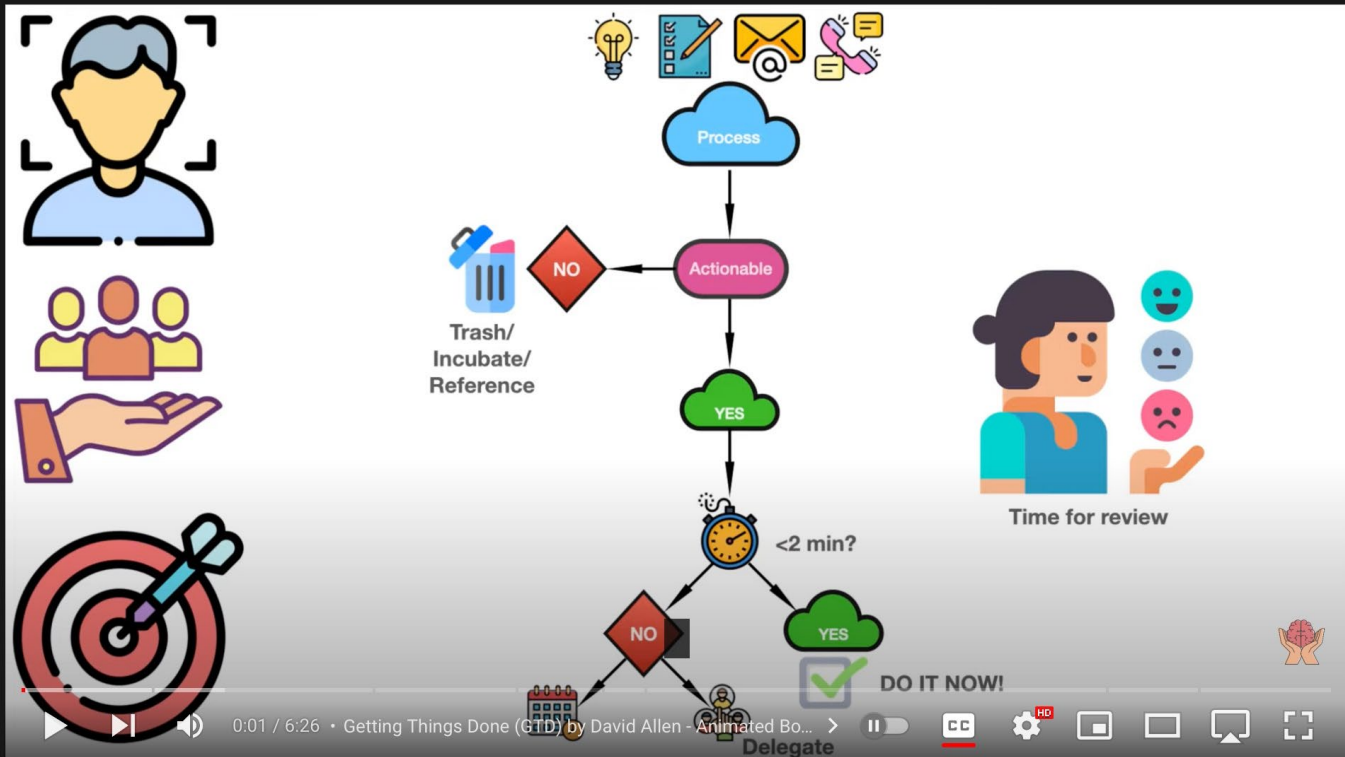
KONHARI MEDIA, INC.

# INBOX ZERO

- DELETE!
- Delegate
- Defer
- Do







SEATTLE

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

1,502 views • Feb 22, 2021

32 DISLIKE SHARE SAVE ...

 **Puneet Bhargava**  
391 subscribers

ANALYTICS EDIT VIDEO

# Achieving Inbox “Nirvana”

## **Stop living in your inbox!**

Turn off push notifications and check for new email 1-2 times/day

## **Archive old email**

Remove old, distracting emails from your inbox

## **Prioritize your email**

Separate actionable email from others

Work through the remaining  
emails using GTD principles

**Celebrate!**

# Tips to manage your inbox

## 1. Archive old email

- >3 months or whatever you are comfortable with
- Move to a separate folder

## 2. Deal with Spam

- Block
- Set up Rules and if using Outlook

## 3. Triage your Inbox

- Top to bottom
- <2-minute task? DO IT NOW!
- Delete most
- Save a few to folders or archive
- SNOOZE
- Delegate

# Inbox Zero is Not a Perfect System

It's a state of mind



Type into chat

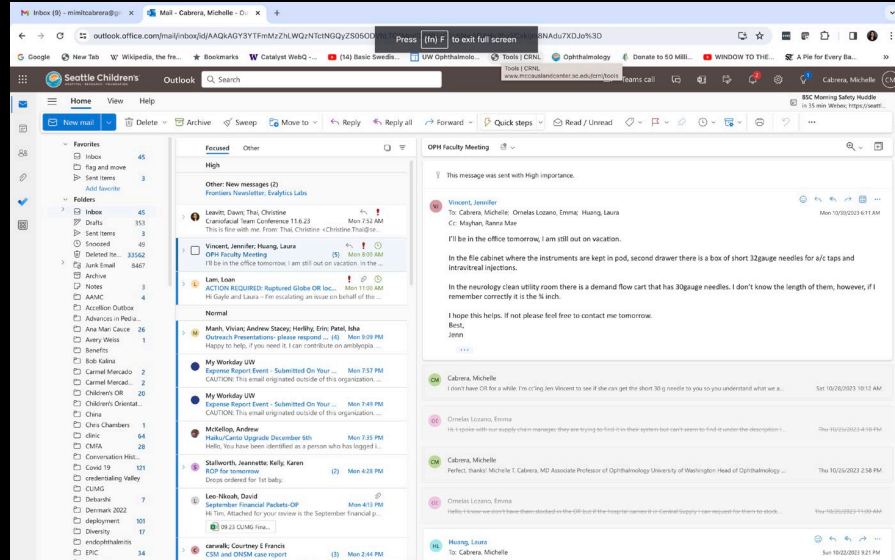
What email strategies have worked for you?

REVIEW

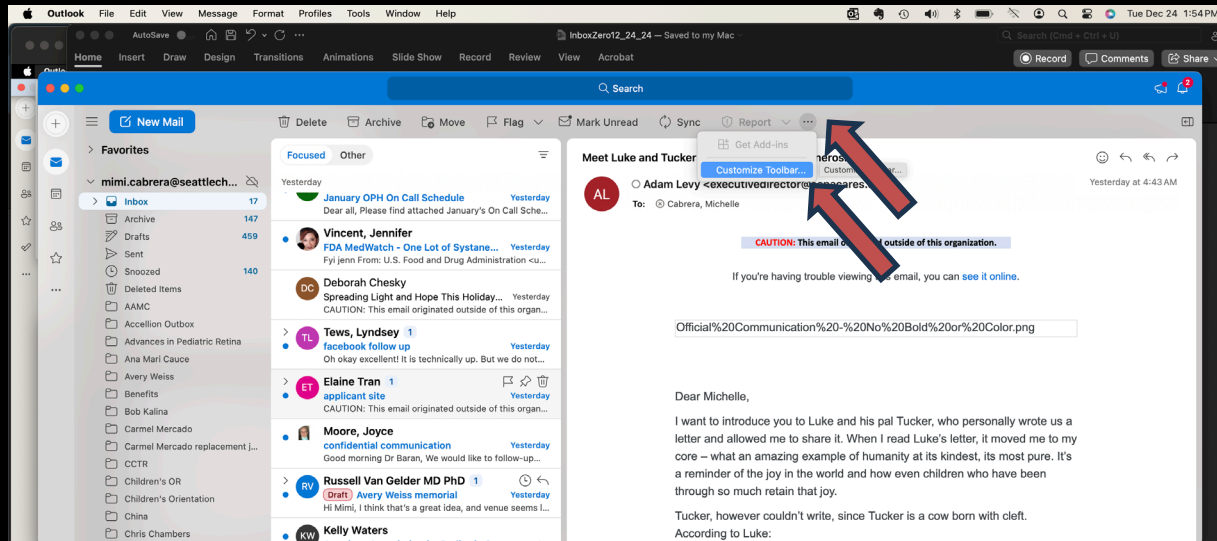


# Use most updated desktop or web-based Outlook

- Snooze function

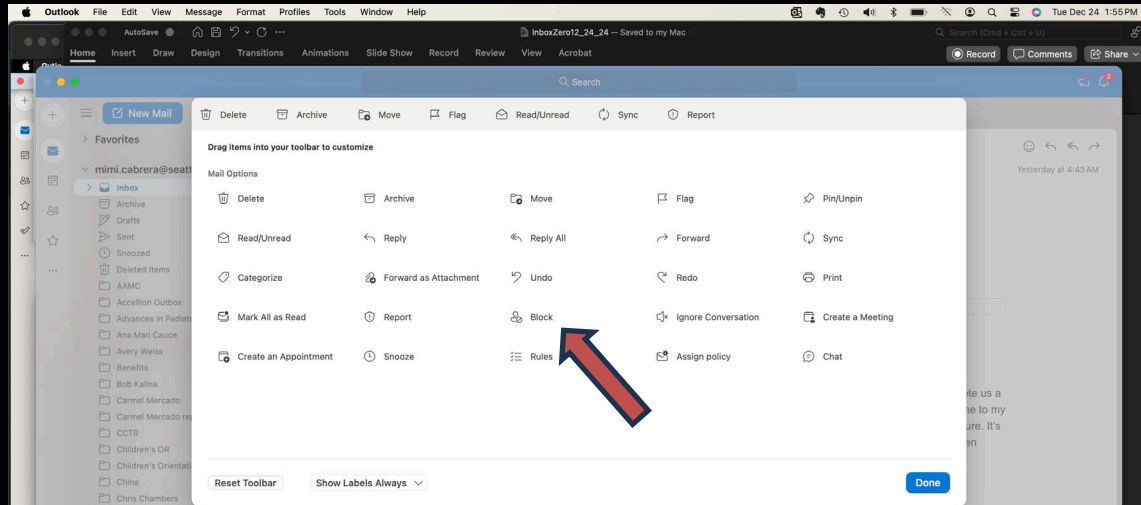


# You can reconfigure your toolbar in Outlook

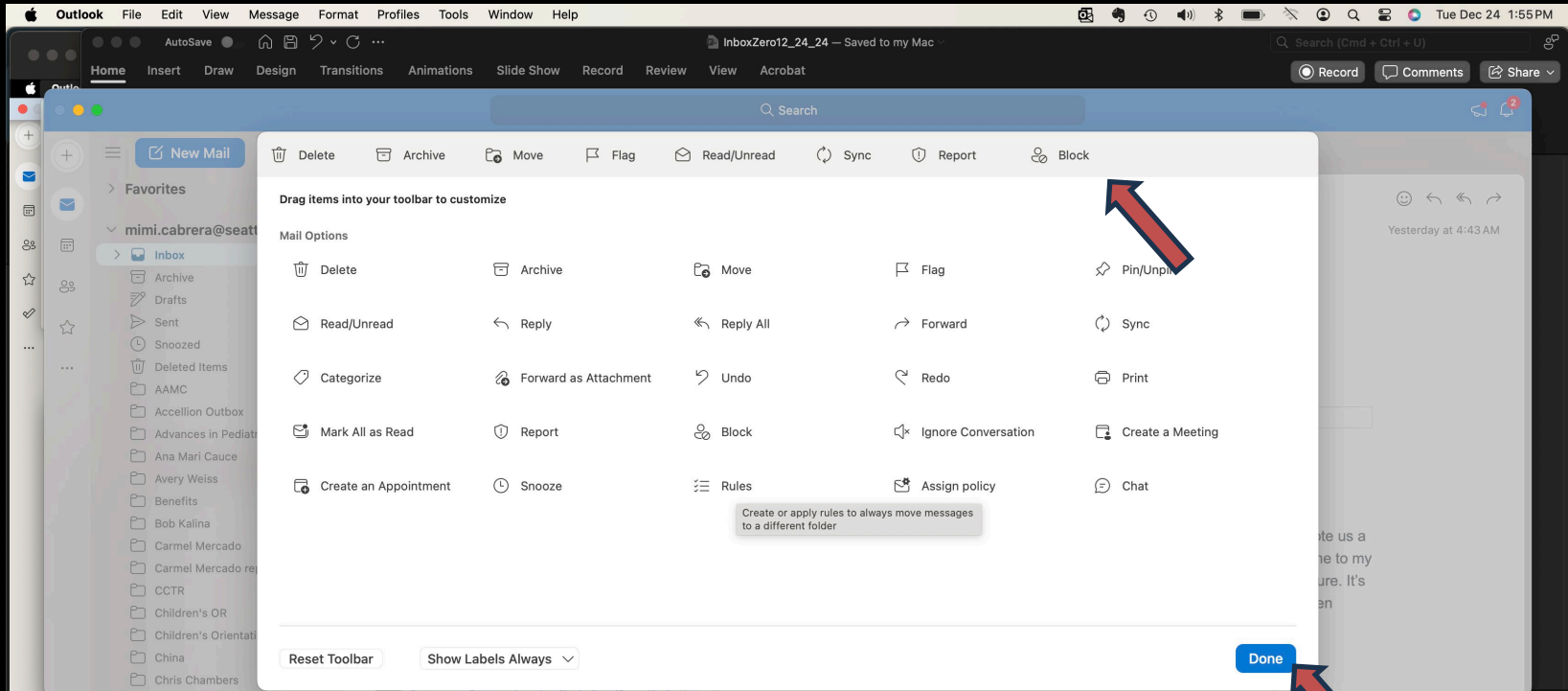




# You can reconfigure your toolbar in Outlook

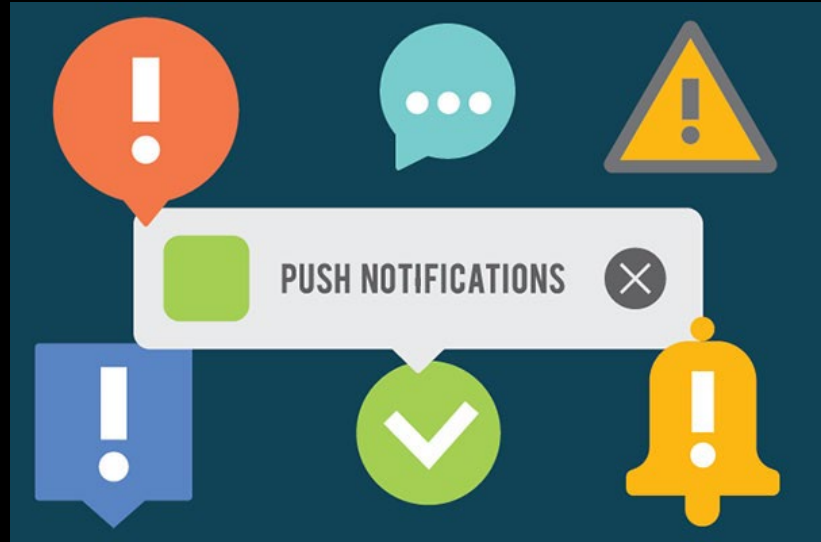


# You can reconfigure your toolbar in Outlook

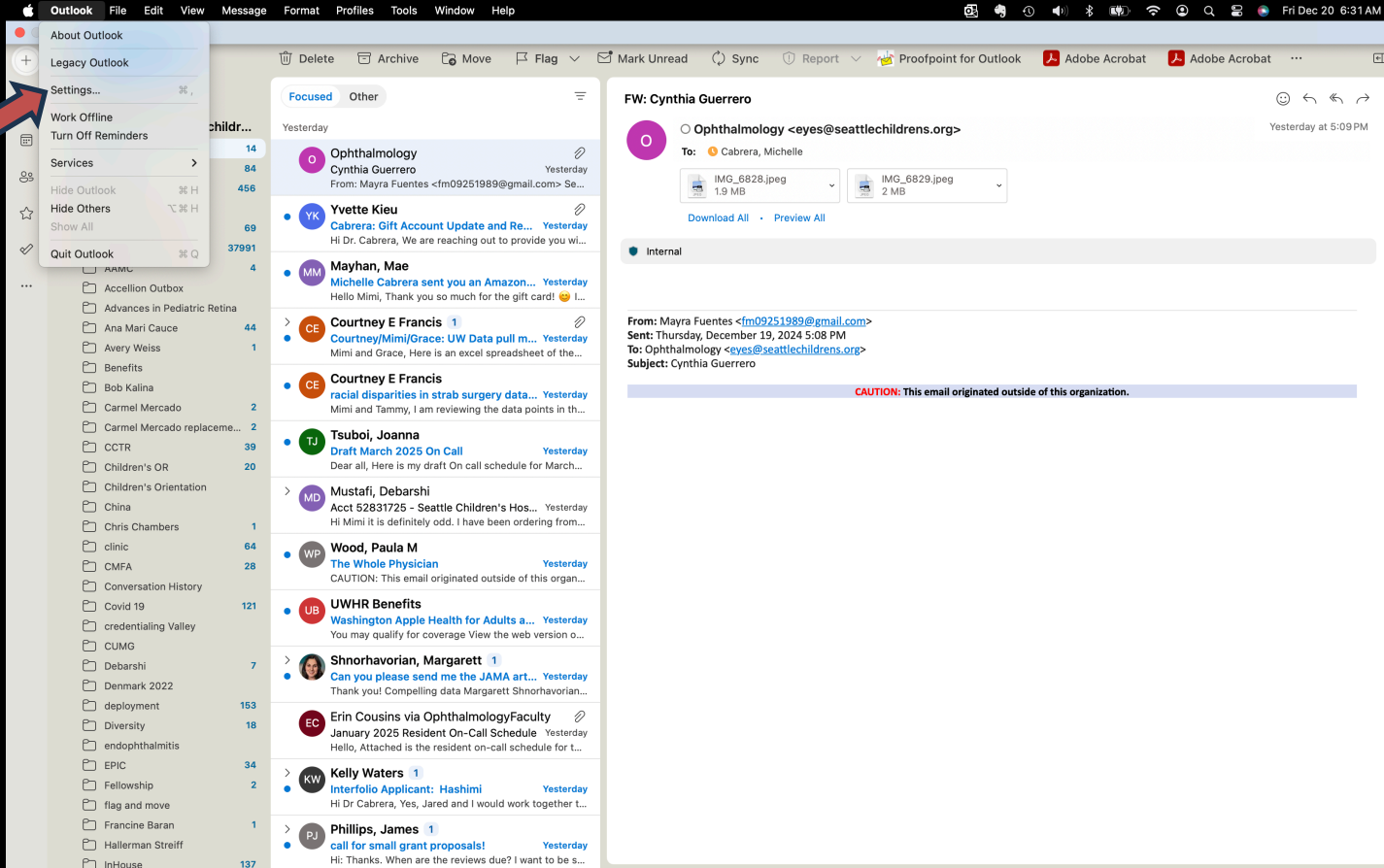


# Turn Off Notifications

- Stop being reactive
- Stay focused



# Turn off notifications in Outlook



The screenshot displays the Microsoft Outlook application window. The top menu bar includes 'Outlook', 'File', 'Edit', 'View', 'Message', 'Format', 'Profiles', 'Tools', 'Window', and 'Help'. The main interface is divided into three panes: a left-hand navigation pane, a central mail list pane, and a right-hand reading pane. A red arrow points to the '+' icon in the top-left corner of the Outlook window, which has opened a dropdown menu. This menu contains the following options: 'About Outlook', 'Legacy Outlook', 'Settings...' (highlighted), 'Work Offline', 'Turn Off Reminders', 'Services', 'Hide Outlook', 'Hide Others', 'Show All', and 'Quit Outlook'. The central pane shows a list of emails, with the top one from 'Ophthalmology' selected. The right-hand pane displays the details of this email, including the sender 'Cabrera, Michelle', two image attachments, and a 'CAUTION: This email originated outside of this organization.' warning.

**Outlook** File Edit View Message Format Profiles Tools Window Help

Delete Archive Move Flag Mark Unread Sync Report Proofpoint for Outlook Adobe Acrobat Adobe Acrobat

**FW: Cynthia Guerrero**

Ophthalmology <eyes@seattlechildrens.org>

To: Cabrera, Michelle

Yesterday at 5:09 PM

IMG\_6828.jpeg 1.9 MB

IMG\_6829.jpeg 2 MB

Download All Preview All

Internal

From: Mayra Fuentes <fm09251989@gmail.com>

Sent: Thursday, December 19, 2024 5:08 PM

To: Ophthalmology <eyes@seattlechildrens.org>

Subject: Cynthia Guerrero

**CAUTION: This email originated outside of this organization.**

Yvette Kieu  
Cabrera: Gift Account Update and Re... Yesterday

Mayhan, Mae  
Michelle Cabrera sent you an Amazon... Yesterday

Courtney E Francis 1  
Courtney/Mimi/Grace: UW Data pull m... Yesterday

Courtney E Francis  
racial disparities in strab surgery data... Yesterday

Tsuboi, Joanna  
Draft March 2025 On Call Yesterday

Mustafi, Debarshi  
Acct 52831725 - Seattle Children's Hos... Yesterday

Wood, Paula M  
The Whole Physician Yesterday

UWHR Benefits  
Washington Apple Health for Adults a... Yesterday

Shnorhavorian, Margaret 1  
Can you please send me the JAMA art... Yesterday

Erin Cousins via OphthalmologyFaculty  
January 2025 Resident On-Call Schedule Yesterday

Kelly Waters 1  
Interfolio Applicant: Hashimi Yesterday

Phillips, James 1  
call for small grant proposals! Yesterday

# Turn off notifications in Outlook

The screenshot shows the Outlook web interface. On the left is the navigation pane with folders like 'Inbox', 'Archive', and 'Drafts'. The main area displays an email list. An 'Outlook Settings' dialog box is open, showing various settings categories. A red arrow points to the 'Notifications & Sounds' icon in the 'Personal Settings' section.

**Outlook Settings**

Personal Settings

- General
- Profiles
- Accounts
- Notifications & Sounds
- Categories
- Fonts
- AutoCorrect
- Spelling & Grammar

Email

- Reading
- Composing
- Signatures
- Rules

Other

- Calendar
- My Day
- Privacy
- Search

CAUTION: This email originated outside of this organization.

# Turn off notifications in Outlook

The screenshot shows the Outlook application interface. On the left is the 'Favorites' sidebar with folders like 'Inbox' (14), 'Archive' (84), 'Drafts' (456), 'Sent', 'Snoozed' (69), 'Deleted Items' (37991), 'AAMC' (4), 'Accellion Outbox', 'Advances in Pediatric Retina', 'Ana Mari Cauce' (44), 'Avery Weiss' (1), 'Benefits', 'Bob Kalina', 'Carmel Mercado' (2), 'Carmel Mercado replaceme...' (2), 'CCTR' (39), 'Children's OR' (20), 'Children's Orientation', 'China', 'Chris Chambers' (1), 'clinic' (64), 'CMFA' (28), 'Conversation History', 'Covid 19' (121), 'credentialing Valley', 'CUMG', 'Debarshi' (7), 'Denmark 2022', 'deployment' (153), 'Diversity' (18), 'endophthalmitis', 'EPIC' (34), 'Fellowship' (2), 'flag and move', 'Francine Baran' (1), 'Hallerman Streiff', and 'InHouse' (137). The main pane shows an email list with recipients like 'Ophthalmol Cynthia Guer', 'Yvette Kiel', 'Mayhan, M', 'Courtney E', 'Courtney E', 'Tsuboi, Jos', 'Mustafi, De', 'Wood, Paul', 'UWHR Benefits', 'Shnorhavorian, Margaret', 'Erin Cousins via OphthalmologyFaculty', and 'Kelly Waters'. A 'Notifications and Sounds' dialog box is open in the foreground. It has tabs for 'Focused' and 'Other'. Under 'For new messages:', there are checkboxes for 'Display an alert on my desktop' (unchecked), 'Show message subject only', 'Show message subject and preview', and 'Bounce Outlook icon in Desktop'. Under 'Reminders:', there is a checked checkbox for 'Show Event Reminders' and a dropdown for 'Event Reminder Style' set to 'Outlook Built-in'. Under 'Sounds:', there are checkboxes for 'New Message' (unchecked), 'Message sent' (checked), and 'Reminder' (checked). There are also checkboxes for 'Mailbox sync error' (checked) and 'No new messages' (unchecked). Under 'Badge Count:', there are radio buttons for 'For all accounts, include all unread messages' (selected) and 'For accounts that have Focused Inbox, include only Focused messages' (unchecked), with an 'Include delegate inboxes' checkbox below. At the bottom, there is an 'Alerts' section with the text 'Clear all "Don't show this message again" check boxes' and a 'Reset Alerts' button. Two red arrows point to the 'Display an alert on my desktop' checkbox and the 'Mailbox sync error' checkbox.



**Keep Email Closed**

Unless you are acting on it

# Spam

/spam/

def: Unwanted and unsolicited email sent by automatic messaging software on the internet.



# Block Sender

- Cut down on unwanted email



# Block in Outlook

The screenshot displays the Microsoft Outlook interface. On the left is the navigation pane with folders like 'Inbox' (14), 'Archive' (84), and 'Drafts' (456). The main pane shows an email from 'The Whole Physician' (WP) sent by Paula M Wood. The email content includes a 'CAUTION' notice, a link to 'www.thewholephysician.com', and a section titled 'Physician Wellness | The Whole Physician' which describes burnout and wellness solutions. A context menu is open over the 'Block' option in the email list, with a red arrow pointing to it. The menu options include Open, Print, Reply, Reply All, Forward, Forward as Attachment, Create, Mark as Read, Snooze, Find Related, Sender, Move to Other, Always Move to Other, Flag, Pin, Categorize, Block, Rules, Move, View Source, Assign policy, Ignore Conversation, Delete, and Archive.

# Block in Outlook

The screenshot displays the Microsoft Outlook interface. On the left is the navigation pane with folders like 'Inbox', 'Archive', and 'Sent'. The main pane shows a list of emails, with the selected email from 'The Whole Physician' (WP) visible. The email content includes a 'CAUTION' warning and text about a 'Wellness 911' course. A 'Block sender?' dialog box is overlaid on the email, with a red arrow pointing to the 'OK' button. The dialog box contains the text: 'Block sender? This message will be deleted and all future messages from the sender will be moved to the Junk Email folder.' Below the dialog box, a portion of the email content is visible, including a link to 'Physician Wellness | The Whole Physician' and a paragraph about burnout solutions.

**Block sender?**  
This message will be deleted and all future messages from the sender will be moved to the Junk Email folder.

Cancel OK

**Physician Wellness | The Whole Physician**  
Physician burnout and wellness solutions based on proven methods for success. Get relief from exhaustion, frustration, and other burnout symptoms without leaving medicine. It's possible, and we'll show you how. [www.thewholephysician.com](http://www.thewholephysician.com)

From the website:  
We study 10,000+ hours on how to take care of others, but we aren't taught jack about how to care for ourselves while working in medicine.

It makes sense why you might be feeling crispy. You've been working in the dumpster fire of a broken medical system. Along the way, you pick up unconscious negative programming that it's time to ditch. Imagine re-infusing purpose, empowerment, and joy into your life. Learn the 7 pillars of health and how to design your best life intentionally.

# Rules in Outlook

The screenshot displays the Outlook interface with a blue header bar. A red arrow points to the 'Rules' button in the top right corner of the ribbon. Below the ribbon, the 'Focused' tab is active, showing a list of emails. The selected email is from Adam Levy, titled 'Meet Luke and Tucker: A Story of Joy and Generosity'. A tooltip above the 'Rules' button reads: 'Create or apply rules to always move messages to a different folder'. The email content includes a 'CAUTION: This email originated outside of this organization.' warning, a broken image placeholder, and the main text of the email.

**Focused** Other

Seattle Children's  
Additional Manager Evaluation Reminder Yesterday  
This is a reminder that you have a request to provide...

This Week

Najma Adan, Cabrera, Michelle  
DSM Manuscript JAAPOS Reviewer Com... 12/24/24  
Hi Dr. Cabrera, Yes, will make sure to add those edits...

UWSOM Student Research  
[TRIPLE I] Please Complete: Faculty Men... 12/23/24  
Good Evening, I hope you are doing well and enjoying...

Adam Levy  
Meet Luke and Tucker: A Story of Joy an... 12/23/24  
CAUTION: This email originated outside of this organ...

Meet Luke and Tucker: A Story of Joy and Generosity

AL  
Adam Levy <executivedirector@acpacares.org>  
To: Cabrera, Michelle  
Yesterday at 4:43 AM

CAUTION: This email originated outside of this organization.

If you're having trouble viewing this email, you can [see it online](#).

Official%20Communication%20-%20No%20Bold%20or%20Color.png

Dear Michelle,

I want to introduce you to Luke and his pal Tucker, who personally wrote us a letter and allowed me to share it. When I read Luke's letter, it moved me to my core – what an amazing example of humanity at its kindest, its most pure. It's a reminder of the joy in the world and how even children who have been through so much retain that joy.

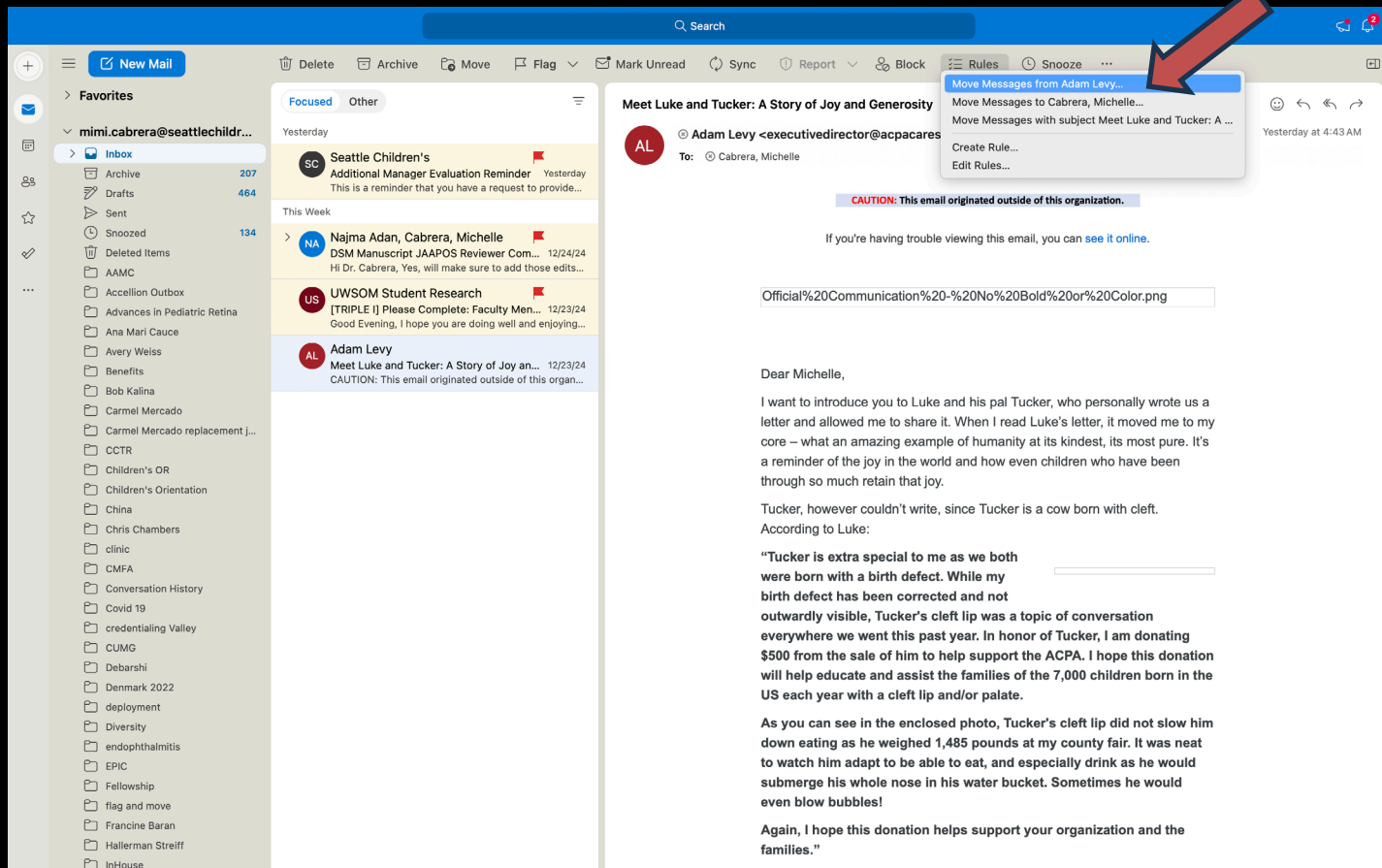
Tucker, however couldn't write, since Tucker is a cow born with cleft. According to Luke:

**"Tucker is extra special to me as we both were born with a birth defect. While my birth defect has been corrected and not outwardly visible, Tucker's cleft lip was a topic of conversation everywhere we went this past year. In honor of Tucker, I am donating \$500 from the sale of him to help support the ACPA. I hope this donation will help educate and assist the families of the 7,000 children born in the US each year with a cleft lip and/or palate.**

As you can see in the enclosed photo, Tucker's cleft lip did not slow him down eating as he weighed 1,485 pounds at my county fair. It was neat to watch him adapt to be able to eat, and especially drink as he would submerge his whole nose in his water bucket. Sometimes he would even blow bubbles!

Again, I hope this donation helps support your organization and the families."

# Rules in Outlook



The screenshot displays the Microsoft Outlook web interface. On the left, the navigation pane shows the 'Inbox' folder selected, with a list of sub-folders and their respective message counts. The main pane shows an email from Adam Levy with the subject 'Meet Luke and Tucker: A Story of Joy and Generosity'. A context menu is open over the 'Rules' button in the top toolbar, listing actions such as 'Move Messages from Adam Levy...', 'Move Messages to Cabrera, Michelle...', and 'Create Rule...'. A red arrow points to the 'Rules' button in the toolbar.

**Navigation Pane (Left):**

- New Mail
- Favorites
- mimi.cabrera@seattlechildr...
  - Inbox
  - Archive (207)
  - Drafts (464)
  - Sent
  - Snoozed (134)
  - Deleted Items
  - AAMC
  - Accellion Outbox
  - Advances in Pediatric Retina
  - Ana Mari Cauce
  - Avery Weiss
  - Benefits
  - Bob Kalina
  - Carmel Mercado
  - Carmel Mercado replacement j...
  - CCTR
  - Children's DR
  - Children's Orientation
  - China
  - Chris Chambers
  - clinic
  - CMFA
  - Conversation History
  - Covid 19
  - credentialing Valley
  - CUMG
  - Debarshi
  - Denmark 2022
  - deployment
  - Diversity
  - endophthalmitis
  - EPIC
  - Fellowship
  - flag and move
  - Francine Baran
  - Hallerman Streiff
  - InHouse

**Toolbar (Top):** Delete, Archive, Move, Flag, Mark Unread, Sync, Report, Block, Rules, Snooze, ...

**Email Content:**

**Subject:** Meet Luke and Tucker: A Story of Joy and Generosity

**From:** Adam Levy <executivedirector@acpacares>

**To:** Cabrera, Michelle

**CAUTION:** This email originated outside of this organization.

If you're having trouble viewing this email, you can [see it online](#).

Official%20Communication%20-%20No%20Bold%20or%20Color.png

Dear Michelle,

I want to introduce you to Luke and his pal Tucker, who personally wrote us a letter and allowed me to share it. When I read Luke's letter, it moved me to my core – what an amazing example of humanity at its kindest, its most pure. It's a reminder of the joy in the world and how even children who have been through so much retain that joy.

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Again, I hope this donation helps support your organization and the families."

# Rules in Outlook

The screenshot displays the Outlook interface with the 'Rules' configuration window open. The window title is 'Rules' and it includes a search bar and 'Show All' button. The main content area contains the following configuration:

- Conditions:**
  - For all messages from Adam Levy
  - From Adam Levy
- Actions:**
  - Move to Deleted Items
- Stop processing more rules

Two red arrows highlight the 'From Adam Levy' condition and the 'Deleted Items' folder in the 'Move to' dropdown menu.

The background shows an email from 'Cabrera, Michelle (mimi.cabrera@seattlechildrens.org)' with the subject 'Meet Luke at... CAUTION: TH...'. The email content includes a link to 'see it online' and a paragraph about Tucker, who personally wrote a letter, and a donation of \$500 from the sale of him to help support the ACPA. The email also mentions that Tucker's cleft lip did not slow him down eating as he weighed 1,485 pounds at my county fair.

# Rules in Outlook

The screenshot displays the Outlook interface with the following elements:

- Search Bar:** Located at the top center, containing the text "Search".
- Ribbon:** The top ribbon includes buttons for "Delete", "Archive", "Move", "Flag", "Mark Unread", "Sync", "Report", "Block", "Rules", and "Shooze". A red arrow points to the "Rules" button.
- Left Navigation Pane:** Shows "Favorites" for "mimi.cabrera@seattlechildr..." with folders like "Inbox" (464), "Archives" (207), "Drafts", "Sent", "Deleted Items" (340), and various other folders.
- Message List:** Displays three messages:
  - Johnson Huang via OphthoCall:** Subject "[ON CALL PRIVILEGED COMMUNICATI...]", received yesterday.
  - Seattle Children's:** Subject "Additional Manager Evaluation Reminder", received yesterday.
  - Najma Adan, Cabrera, Michelle:** Subject "DSM Manuscript JAAPOS Reviewer Com...", received 12/24/24.
  - USWSOM Student Research:** Subject "[TRIPLE I] Please Complete: Faculty Men...", received 12/23/24.
- Message Content:** The selected message is from "Johnson Huang via OphthoCall" with subject "[ON CALL PRIVILEGED COMMUNICATION] Senior Call 12/25 8am". It includes a text attachment "ATT00001.txt" (0.3 KB) and the body text:

Hi Everyone,  
This is Johnson Huang. Here are the patients from the previous call shift:  
Senior: Dr Howell

[Redacted]

...ain OS. VA CF(baseline), IOP . -APD. EOMs full. SLE with K suture seidel neg,  
2-2 o'clock. Sw Dr. Agi

.../20, IOP 17. -APD. EOMs full. SLE with + Shafer and weiss ring. SDE with  
d.

...10. -APD. EOMs full, HVF with inf defect OS. SLE with 2+ NS, shafer positive,  
gl.

...have small subarachnoid h/f 2 new floater. VA 20/20, 20/20, IOP . -APD. EOMs

...B 15yr h/f OD pain x 2 days, improves with tetracaine. No F/F/C, no pain on  
/70), IOP 10. -APD by rev. EOMs full. SLE with 4+ SPEE without epi defect, no  
AC cell or flare, no AV cell. DFE CR scar centrally(unchanged from prior) Lid

# Rules in Outlook

The screenshot displays the Outlook interface with a 'Rules' context menu open over an email. The menu includes options: 'Move Messages from OphthoCall...', 'Move Messages to ophthocall@uw.edu...', 'Move Messages with subject [ON CALL PRIVILEGED COMM...', 'Create Rule...', and 'Edit Rules...'. A red arrow points to the 'Create Rule...' option. The email subject is '[ON CALL PRIVILEGED COMMUNICATION] Senior Call' and the sender is 'OphthoCall <ophthocall-bounces@mail...>' and 'Johnson Huang via OphthoCall <ophthocall@uw.edu>'. The email body contains a list of patient notes, with a large blue box obscuring the main text. The left sidebar shows a list of folders under 'Favorites' for 'mimi.cabrera@seattlechilr...'. The top navigation bar includes 'Delete', 'Archive', 'Move', 'Flag', 'Mark Unread', 'Sync', 'Report', and 'Block'.



# Rules in Outlook

The screenshot displays the Outlook web interface. On the left is the navigation pane with folders like 'Inbox', 'Archive', and 'Deleted Items'. The main area shows an email from Johnson Huang with the subject '[ON CALL PRIVILEGED COMMUNICATION] Senior Call 12/25 8am - 12/25 8pm'. A 'Rules' dialog box is open in the foreground, showing a rule configuration for 'ON CALL PRIVILEGED COMMUNICATION'. The rule conditions include 'Subject includes ON CALL PRIVILEGED COMMUN...' and 'Move to Deleted Items'. The actions include 'Stop processing more rules' and 'Run rule now'. Red arrows point to the 'Subject includes' field, the 'Move to' dropdown, and the 'Run rule now' checkbox.

**Outlook Interface Elements:**

- Navigation Pane:** Favorites, mimi.cabrera@seattlechildr..., Inbox (207), Archive (464), Drafts, Sent, Snoozed (134), Deleted Items (340), AAMC, Accellion Outlook, Advances in Pediatric Retina, Ana Mari Cauce, Avery Weiss, Benefits, Bob Kalina, Carmel Mercado, Carmel Mercado replacement j..., CCTR, Children's OR, Children's Orientation, China, Chris Chambers, clinic, CMFA, Conversation History, Covid 19, credentialing Valley, CUMG, Debarshi, Denmark 2022, deployment, Diversity, endophthalmitis, EPIC, Fellowship, flag and move, Francine Baran, Hallerman Streiff, InHouse.
- Email Header:** [ON CALL PRIVILEGED COMMUNICATION] Senior Call 12/25 8am - 12/25 8pm. From: Johnson Huang via OphthoCall. To: ophthocall@uw.edu. Attachment: ATTO0001.txt (0.3 KB).
- Rule Configuration:**
  - Name:** ON CALL PRIVILEGED COMMUNICATION
  - Conditions:**
    - Subject includes ON CALL PRIVILEGED COMMUN...
  - Actions:**
    - Move to Deleted Items
  - Options:**
    - Stop processing more rules (checked)
    - Run rule now (checked)

# Pitfalls of Rules



AAMC Folder

“The things that  
get scheduled  
are the things  
that get done”

- Robin Sharma

SNOOZE



# How to use SNOOZE

- What: >2 minutes task, need to follow up
- Snooze to: 1. before deadlines 2. when you know you have time 3. when you want to follow up
- Forget about it
- It will return to your inbox at the desired date

# SNOOZE

The screenshot shows an Outlook web interface. On the left is a navigation pane with folders like 'Inbox' (14), 'Archive' (84), 'Drafts' (456), 'Sent', 'Snoozed' (69), 'Deleted Items' (37991), and various other folders. The main pane is split into two columns. The left column shows a list of emails. The right column shows the content of the selected email, 'Re: foveal maturity' from Eifwwal, Mennatullah. A red arrow points to the 'Snooze' button in the context menu of the selected email. The email content includes a greeting, a thank you for an offer to help, a request for a meeting, and two questions about MATLAB scans and ImageJ software. A 'CAUTION' banner is visible at the bottom of the email content.

**Navigation Pane (Left):**

- New Mail
- Deleted
- Archive
- Move
- Flag
- Mark Unread
- Sync
- Report
- Proofpoint for Outlook
- Adobe Acrobat
- Adobe Acrobat

**Selected Email:**

**From:** Eifwwal, Mennatullah  
**To:** Teng Liu, Cabrera, Michelle

**Subject:** Re: foveal maturity

**Internal**

Hi Teng,

Thank you so much for offering to help us. I have the segmentation code and the ImageJ tutorial, but I feel I might not fully excel in that area on my own. Given your limited availability and your kind offer to meet with us once, I would prefer to wait for Claire. If possible, we could arrange a meeting for all three of us so that you can walk us through some examples and answer any questions we might have. We can arrange a meeting after the holidays on your convenience.

In the meantime, I have two questions:

- My understanding is that if we only need to modify the analysis to use the 3mm area instead of the 6mm area, we can use the flat B scans you already got from the MATLAB and use those flat scans directly on ImageJ. Are those flat scans there or will we need to re-do each of them?
- ImageJ Fiji is the correct software I need to have/download, right?

Best regards,  
Menna

**From:** Mimi Trager Cabrera <mimicabrera@gmail.com>  
**Sent:** Tuesday, December 17, 2024 8:17 AM  
**To:** Teng Liu <teng7@uw.edu>  
**Cc:** Eifwwal, Mennatullah <Mennatullah.Eifwwal@seattlechildrens.org>  
**Subject:** Re: foveal maturity

**CAUTION: This email originated outside of this organization.**

Thank you, Teng!  
I'll defer to Menna to arrange the tutorial and obtain the code from you if she thinks that is necessary. She may already have obtained the code from Emily.

We were going to get Claire involved but she won't be available until after the second week of January since she is out of the country. I assume you can meet a little sooner than that.

Menna if you don't feel comfortable running this program, we can wait for Claire, who has already downloaded all these software and has some experience with these programs.

Mimi  
Michelle T. Cabrera, MD

# SNOOZE

The screenshot shows an Outlook interface with a list of emails on the left and a selected email on the right. A context menu is open over the selected email, with the 'Snooze' option highlighted. A red arrow points to the 'Snooze' option.

**Left Panel (Favorites):**

- mimi.cabrera@seattlechildr...
  - Inbox 14
  - Archive 84
  - Drafts 456
  - Sent
  - Snoozed 69
  - Deleted Items 37991
  - AAMC 4
  - Accellion Outlook
  - Advances in Pediatric Retina
  - Ana Mari Cauce 44
  - Avery Weiss 1
  - Benefits
  - Bob Kalina
  - Carmel Mercado 2
  - Carmel Mercado replaceme... 2
  - CCTR 39
  - Children's OR 20
  - Children's Orientation
  - China
  - Chris Chambers 1
  - clinic 64
  - CMFA 28
  - Conversation History
  - Covid 19 121
  - credentialing Valley
  - CUMG
  - Debarshi 7
  - Denmark 2022 153
  - deployment 18
  - Diversity 2
  - endophthalmitis 34
  - EPIC
  - Fellowship 2
  - flag and move
  - Francine Baran 1
  - Hallerman Streiff
  - InHouse 137

- Focused Other
- Yesterday
- EM Eifwwal, Mennatullah foveal maturity  
Hi Teng, Thank
  - O Ophthalmolc Cynthia Guerr  
From: Mayra Fu
  - YK Yvette Kieu Cabrera: Gift  
Hi Dr. Cabrera,
  - MM Mayhan, Ma Michelle Cabr  
Hello Mimi, Tha
  - CE Courtney E Courtney/Mimi  
Mimi and Grace
  - CE Courtney E racial disparit  
Mimi and Tamr
  - TJ Tsuboi, Joar Draft March 2  
Dear all, Here is
  - MD Mustafi, Deb Acct 5283172  
Hi Mimi It is def
  - WP Wood, Paulá The Whole Ph  
CAUTION: This
  - UB UWHR Bene Washington A  
You may qualif
  - Shnorhavorian, margarett  
Can you please send me the JAMA art... Yesterday  
Thank you! Compelling data Margaret Shnorhavorian...
  - EC Erin Cousins via OphthalmologyFaculty  
January 2025 Resident On-Call Schedule Yesterday  
Hello, Attached is the resident on-call schedule for t...
  - KW Kelly Waters 1 Interfolio Applicant: Hashimi Yesterday  
Hi Dr. Cabrera, Yes, Jared and I would work together t...

Re: foveal maturity

EM Eifwwal, Mennatullah <Mennatullah.Eifwwal@seattlechildrens.org>

To: Teng Liu; Cc: Cabrera, Michelle

Internal

Hi Teng,

Thank you so much for offering to help us. I have the segmentation code and the ImageJ tutorial, but I feel I might not fully excel in that area on my own. Given your limited availability and your kind offer to meet with us once, I would prefer to wait for Claire. If possible, we could arrange a meeting for all three of us so that you can walk us through some examples and answer any questions we might have. we can arrange a meeting after the holidays on your convenience.

Later Today 09:00 AM  
This Evening 06:00 PM  
This Weekend Sat 10:00 AM  
Next Week Mon 08:00 AM  
Choose a Date  
Unsnuzzle

questions:  
we only need to modify the analysis to use the 3mm area instead of the 6mm area, we can use the from the MATLAB and use those flat scans directly on ImageJ . Are those flat scans there or will we  
aware I need to have/download, right?

Best regards,  
Menna

From: Mimi Trager Cabrera <mimitcabrera@gmail.com>  
Sent: Tuesday, December 17, 2024 8:17 AM  
To: Teng Liu <tengl7@uw.edu>  
Cc: Eifwwal, Mennatullah <Mennatullah.Eifwwal@seattlechildrens.org>  
Subject: Re: foveal maturity

**CAUTION: This email originated outside of this organization.**

Thank you, Teng!  
I'll defer to Menna to arrange the tutorial and obtain the code from you if she thinks that is necessary. she may already have obtained the code from Emily.

We were going to get Claire involved but she won't be available until after the second week of January since she is out of the country. I assume you can meet a little sooner than that.

Menna if you don't feel comfortable running this program, we can wait for Claire, who has already downloaded all these software and has some experience with these programs.

Mimi  
Michelle T. Cabrera, MD

# SNOOZE

The screenshot shows an Outlook email client interface. On the left is a sidebar with a 'Favorites' list containing folders like 'Inbox', 'Archive', 'Drafts', 'Sent', 'Snoozed', 'Deleted Items', and various subfolders. The main pane displays a list of emails, with the selected one titled 'Re: foveal maturity' from 'Efwwal, Mennatullah'. A 'Set Date and Time' dialog box is open, showing a calendar for January. The date '13' is selected, and the time is set to '9:00 AM'. Two red arrows point to the '13' and the 'OK' button. A 'CAUTION: This email originated outside of this organization.' warning is visible at the bottom right of the email content.

**Set Date and Time**

January

S	M	T	W	T	F	S
29	30	31	Jan 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	31	Feb 1

9:00 AM

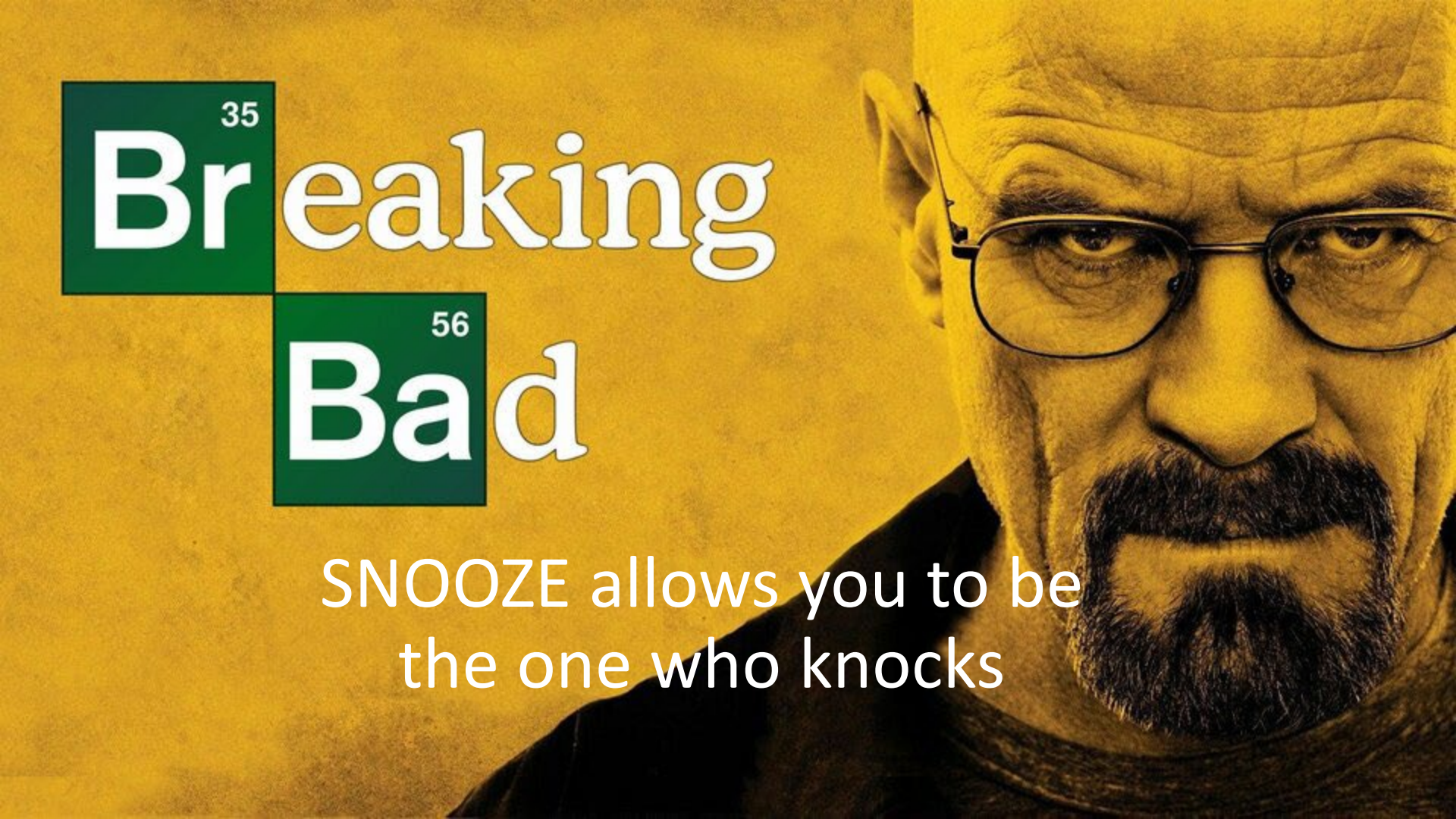
Cancel OK

CAUTION: This email originated outside of this organization.



SNOOZE can be your new To Do List

SNOOZE is healthy procrastination

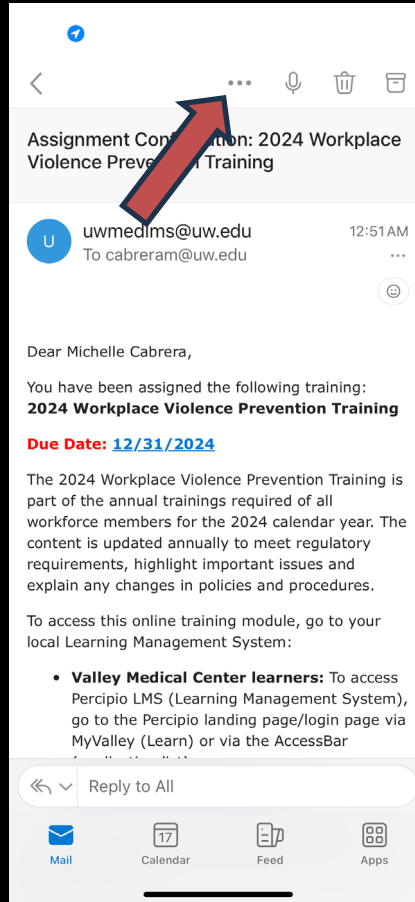
A close-up, high-angle shot of Walter White from the TV series 'Breaking Bad'. He is wearing his signature black-rimmed glasses and has a goatee. The lighting is dramatic, with strong shadows, and the overall color palette is dominated by yellow and orange tones. The background is a textured, mottled yellow.

<sup>35</sup>  
Br eaking

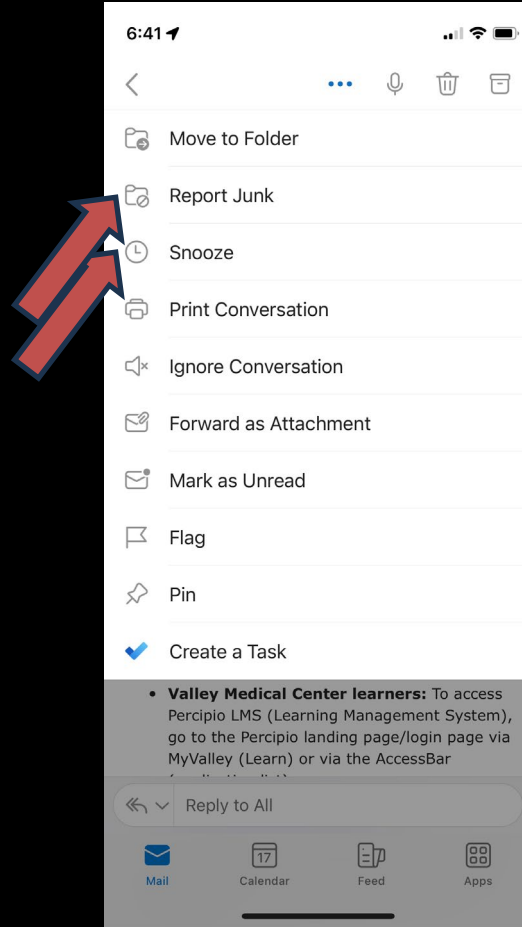
<sup>56</sup>  
Ba d

SNOOZE allows you to be  
the one who knocks

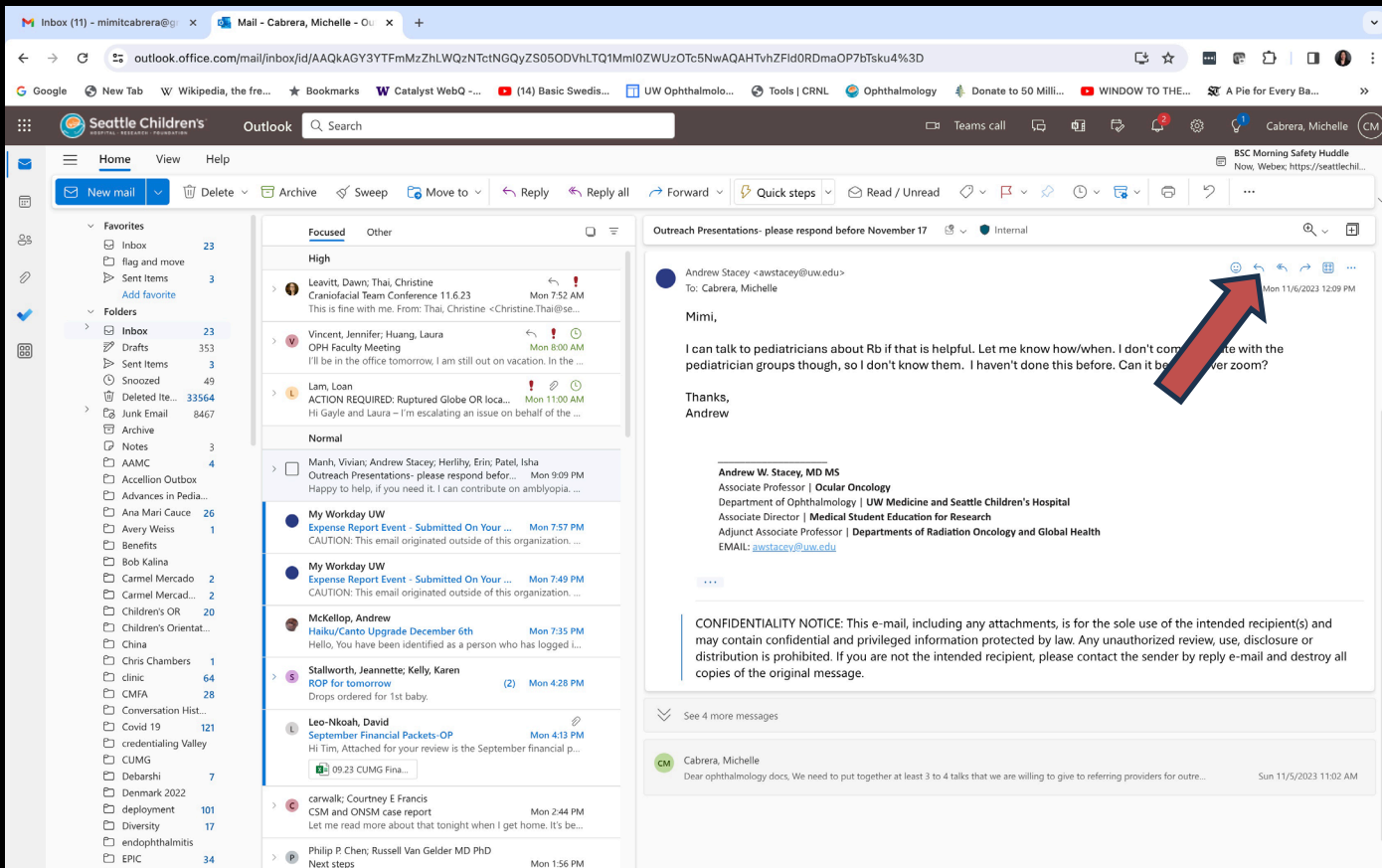
# OUTLOOK ON SMARTPHONE



# OUTLOOK ON SMARTPHONE



# 2 MIN RULE



The screenshot shows an Outlook web interface. The browser address bar displays the URL: `outlook.office.com/mail/inbox/id/AAQKAGY3YTFmMzZlLWQzNTctNGQyZS05ODVhLTQ1MmI0ZWUzOTc5NwQAQHTvZFlid0RDMaOP7bTskU4%3D`. The page title is "Seattle Children's" and "Outlook". The email being viewed is titled "Outreach Presentations- please respond before November 17" and is marked as "Internal".

The email header shows the sender as Andrew Stacey <awstacey@uw.edu> and the recipient as To: Cabrera, Michelle. The timestamp in the top right corner is "Mon 11/6/2023 12:09 PM", with a red arrow pointing to the "2 min" portion of the time.

The email body contains the following text:

Mimi,

I can talk to pediatricians about Rb if that is helpful. Let me know how/when. I don't completely agree with the pediatrician groups though, so I don't know them. I haven't done this before. Can it be done over zoom?

Thanks,  
Andrew

Andrew W. Stacey, MD MS  
Associate Professor | Ocular Oncology  
Department of Ophthalmology | UW Medicine and Seattle Children's Hospital  
Associate Director | Medical Student Education for Research  
Adjunct Associate Professor | Departments of Radiation Oncology and Global Health  
EMAIL: [awstacey@uw.edu](mailto:awstacey@uw.edu)

CONFIDENTIALITY NOTICE: This e-mail, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information protected by law. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

At the bottom of the email, there is a response from Michelle Cabrera, dated "Sun 11/5/2023 11:02 AM":

Dear ophthalmology docs, We need to put together at least 3 to 4 talks that we are willing to give to referring providers for outre...

The left sidebar shows the "Favorites" and "Folders" sections. The "Folders" section includes:

- Inbox: 23
- Drafts: 353
- Sent items: 3
- Snoozed: 49
- Deleted It...: 33564
- Junk Email: 8467
- Archive
- Notes: 3
- AAMC: 4
- Accellion Outbox
- Advances in Pedia...
- Ana Mari Cauce: 26
- Avery Weiss: 1
- Benefits
- Bob Kalina
- Carmel Mercado: 2
- Carmel Mercad...: 2
- Children's OR: 20
- Children's Orient...
- China
- Chris Chambers: 1
- clinic: 64
- CMFA: 28
- Conversation Hist...
- Covid 19: 121
- credentialling Valley
- CUMG
- Debarshi: 7
- Denmark 2022
- deployment: 101
- Diversity: 17
- endophthalmitis
- EPIC: 34

# 2 MIN RULE

The screenshot shows an Outlook web interface. The browser address bar displays the URL: `outlook.office.com/mail/inbox/id/AAQkAGY3YFmMzZHLWQzNTctNGQyZS05ODVhLTQ1MmI0ZWUzOTc5NWAQAHTvZfId0RDmaOP7bTsku4%3D`. The page title is "Inbox (11) - mimitcabrera@g...". The Outlook ribbon is visible, with the "Message" tab selected. The left sidebar shows the "Favorites" and "Folders" sections. The main pane displays an email from Andrew Stacey to Michelle Cabrera. A red arrow points to the "Send" button. The email content is as follows:

**Outreach Presentations- please respond before November 17** Internal

**Send** To: Andrew Stacey <awstacey@uw.edu>

Thanks so much! Yes, that is a great point- we should definitely do these over zoom.

Mimi

Michelle T. Cabrera, MD  
Associate Professor of Ophthalmology  
University of Washington

Head of Ophthalmology  
Seattle Children's Hospital  
OA.9 339 4800 Sand Point Way NE  
Seattle, WA 98105  
[cabreram@uw.edu](mailto:cabreram@uw.edu)  
206-469-2936 (pager)  
206-987-3670 (office)  
415-867-3487 (cell)

Pronouns: she/her/hers

Draft saved at 7:07 AM

Andrew Stacey <awstacey@uw.edu>  
To: Cabrera, Michelle  
Mon 11/6/2023 12:09 PM

Mimi,

I can talk to pediatricians about Rb if that is helpful. Let me know how/when. I don't communicate with the pediatrician groups though, so I don't know them. I haven't done this before. Can it be done over zoom?

Thanks,  
Andrew

Andrew W. Stacey, MD MS

# DELETE

The screenshot shows an Outlook web interface for a user named Michelle Cabrera. The left sidebar displays a list of folders, including 'Inbox' (23), 'Drafts' (353), 'Sent Items' (3), 'Deleted Items' (33566), 'Junk Email' (8467), 'Archive', 'Notes' (3), 'AAMC' (4), 'Accellion Outbox', 'Advances in Pediatric...', 'Ana Mari Caucé' (26), 'Avery Weiss' (1), 'Benefits', 'Bob Kalina', 'Carmel Mercado' (2), 'Carmel Mercad...' (2), 'Children's OR' (20), 'Children's Orientat...', 'China', 'Chris Chambers' (1), 'clinic' (64), 'CMFA' (28), 'Conversation Hist...' (1), 'Covid 19' (121), 'credentialing Valley', 'CUMG', 'Debarshi' (7), 'Denmark 2022', 'deployment' (101), 'Diversity' (17), 'endophthalmitis', and 'EPIC' (34).

The main pane shows a list of emails in the 'Focused' tab. A red arrow points to the 'Delete' icon (a trash can) next to the email titled 'OPH Faculty Meeting' by Vincent, Jennifer, dated Mon 8:00 AM. The email content is visible in the right pane, starting with 'Hi Jenn looked and there is only a 30 gauge 0.5 inch needle in the hospital that is of Medline brand. Its likely we don't have a 30 g...'. Below this, it says 'This message was sent with High importance.' and lists the sender as Vincent, Jennifer, with recipients including Cabrera, Michelle, Ornelas Lozano, Emma, Huang, Laura, and Mayhan, Ranna Mae. The email body continues with instructions about instrument storage and neurology clean utility room procedures.



# Marie Kondo: Decluttering focuses your life on what matters



KONHARI MEDIA, INC.

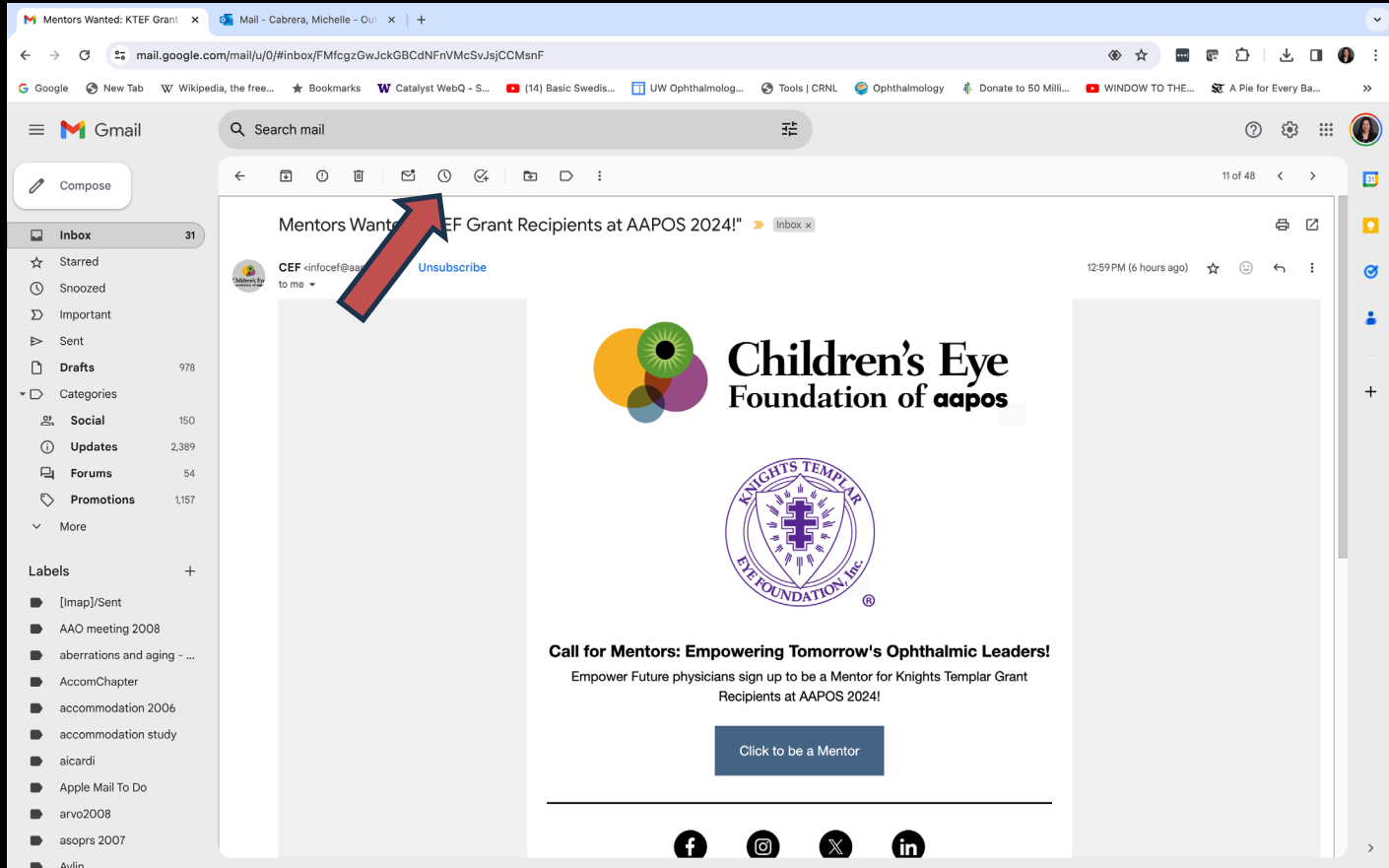
# DO NOT FEAR DELETE!

- After reading/completing task
- Delete 70% of emails – only archive critical emails
- Saves time
- Declutters
- Makes search functions functional
- You can track down lost information

# WHAT ABOUT GMAIL? WHAT ABOUT EPIC INBOX/INBASKET?

- Use the same principles

# SNOOZE IN GMAIL



The screenshot shows a Gmail interface with a browser window. The address bar shows the URL: mail.google.com/mail/u/0/#inbox/FMfcgzGwJckGBCdNFnVMcSvJsJCCMsNF. The Gmail header includes the search bar and various icons. The left sidebar shows the 'Inbox' with 31 items and other folders like 'Starred', 'Snoozed', 'Important', 'Sent', 'Drafts', 'Categories', 'Social', 'Updates', 'Forums', and 'Promotions'. The main content area displays an email from 'CEFAAPOS' with the subject 'Mentors Wanted! CEF Grant Recipients at AAPOS 2024!'. The email body features the Children's Eye Foundation of Aapos logo and a call to action: 'Call for Mentors: Empowering Tomorrow's Ophthalmic Leaders!'. A red arrow points to the snooze icon in the email action bar.

Compose


Search mail


11 of 48

Mentors Wanted! CEF Grant Recipients at AAPOS 2024!

CEFAAPOS [Unsubscribe](#)


12:59 PM (6 hours ago)

 **Children's Eye Foundation of aapos**



**Call for Mentors: Empowering Tomorrow's Ophthalmic Leaders!**  
Empower Future physicians sign up to be a Mentor for Knights Templar Grant Recipients at AAPOS 2024!

[Click to be a Mentor](#)



# SNOOZE IN GMAIL

The screenshot shows a Gmail inbox with an email titled "Mentors Wanted: KTEF Grant Recipients at AAPOS 2024!". A "Pick date & time" dialog box is open, allowing the user to select a date and time for the email to be snoozed. The dialog box shows a calendar for January 2024, with the 12th selected. The time is set to 8:00 AM. A red arrow points to the "Save" button in the dialog box.

**Pick date & time**

January 2024 < > Jan 12, 2024

S	M	T	W	T	F	S
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	31	1	2	3
4	5	6	7	8	9	10

8:00 AM

Cancel Save

# "SWEEP" IN GMAIL

The screenshot shows a Gmail interface with a browser window. The address bar shows the email URL: mail.google.com/mail/u/0/#inbox/FMfcgzGwJckGKMmnrnnQhQpGwGdwdVSK. A tooltip above the address bar says "Press (fn) F to exit full screen". The Gmail header includes a search bar and a "Search mail" button. The left sidebar shows the "Inbox" with 25 items and various categories like "Social", "Updates", "Forums", and "Promotions". The main content area displays an email from Vanessa Arias <VArias@positiveplace.org> titled "Mercer Island Boys and Girls Club Parents Night Out Jan. 19th". The email body contains the following text:

Hello Parents,  
Happy to announce another Parents Night Out at the Mercer Island Boys and Girls Club , Friday January 19th. We invite your kids to join us for a fun time from 6-9 pm. We will be providing a pizza dinner, glow in the dark painting and fuse bead craft, and a fun game of indoor glow in the dark capture the flag! If you are interested in signing up please do so before noon on Wednesday January 16<sup>th</sup>, so that we can insure to staff appropriately and provide enough food for those attending.

Below the text is a promotional graphic for the event. The graphic has a dark background with colorful, glowing neon-style text and shapes. At the top, it says "PARENTS NIGHT OUT" in white, followed by "Friday, January 19th 6 pm - 9 pm". The central text reads "LET'S GLOW" in large, multi-colored letters. To the right, there are two callouts: a circle for "Non Members \$50/Child" and a square for "Members \$45/Child". A yellow star is visible in the bottom right corner of the graphic.

# "SWEEP" IN GMAIL

The screenshot shows a Gmail interface with a search filter for 'varias@positiveplace.org' applied. The search results list several emails from Vanessa Arias, including 'Mercer Island Boys and Girls Club Parents Night Out Jan. 19th', 'Non-School Day camps at the Mercer Island Boys and Girls Club!', 'Last Days to Sign Up!', and 'Parents Night Out! Kids fun night at the MI Boys and Girls Club!'. A red arrow points to the search filter. Below the search results, a promotional poster for 'PARENTS NIGHT OUT' is displayed. The poster features the text 'LET'S GLOW' in large, colorful, neon-style letters. It also includes pricing information: 'Non Members \$50/Child' and 'Members \$45/Child'. The event is scheduled for 'Friday, January 19th 6 pm - 9 pm'. The poster background is dark blue with colorful stars and a starburst pattern.

Search filter: **varias@positiveplace.org**

Filters: Has attachment | Last 7 days | From me

10 of 44

1:56 PM (5 hours ago)

Friday January 19th. We invite your kids to join us for a fun time from 6-9 pm. We will be door glow in the dark capture the flag! If you are interested in signing up please do so provide enough food for those attending.

All search results for "varias@positiveplace.org" Press ENTER

**PARENTS NIGHT OUT**  
Friday, January 19th 6 pm - 9 pm

**LET'S GLOW**

Non Members \$50/Child

Members \$45/Child

# "SWEEP" IN GMAIL

The screenshot shows a Gmail inbox search results page. The search criteria are: From: varias@positiveplace.org, Any time, and has attachment. The search results show four emails from Vanessa Arias. Two red arrows point to the search filters.

**Search Criteria:** From: varias@positiveplace.org, Any time, has attachment

**Search Results:**

From	Subject	Date
Vanessa Arias	Mercer Island Boys and Girls Club Parents Night Out Jan. 19th - Hello Parents, Happy to announce another Parents Night Out at the Mercer Isl...	1:56 PM
Vanessa Arias	Last Days to Sign Up! - [cid:image002.jpg@01DA22D9.85D69090] Hello Parents, Parents Night Out at the Mercer Island Boys and	11/29/23
Vanessa Arias	Parents Night Out! Kids fun night at the MI Boys and Girls Club! - [cid:image003.jpg@01DA17BD.39F02C30]Dear Mercer Island Parents and Guardian...	11/15/23
Vanessa Arias	Non-School Day camps at the Mercer Island Boys and Girls Club! - Hello Mercer Island Families, Non-School Days are coming, and the Mercer Islan...	11/14/23



# “SNOOZE” IN EPIC

The screenshot displays the Epic EMR interface within a Citrix Viewer. The top navigation bar includes the Epic logo, user information (Michelle Cabrera), and various tool icons. The main content area is divided into three sections: a left-hand 'In Basket' sidebar, a central message list, and a right-hand message detail pane.

**In Basket Sidebar:**

- My Messages
- Clinical Coordination 0/2
- Cosign Notes 3/3
- Hospital ADT 1/1
- Patient Call 1/1
- Patient Message 1/1
- Referral Notification Letter 1/1
- Research ADT Event Notification 1/1
- Results 2/2
- Attached & Covering Users 0/0
- Follow-up
- Search
- Sent Messages
- Completed Work

**Message List (Clinical Coordination):**

Msg Date	Patient	Phone
11/25/2024 01:01 PM	Peterson, Boone ...	
12/10/2024 08:43 AM	Allegro, Theo Mal...	

**Message Detail (Theo M. Allegro):**

**Message:** follow up sensorimotor eval and call family  
Received: 3 days ago  
Cabrera, Michelle Trager, MD → Cabrera, Michelle Trager, MD

**Patient Info:** Theo M. Allegro, Male, 13 y.o., 7/26/2011. Pronouns: he/him/his. Phone: 202-538-5718 (M), MRN: 1337200. Legal Guardian: 2 in total.

**FYI Reprogrammable Shunt:** PCP: Del Beccaro, Kathryn H, MD. Primary Cvg: Aetna/Aetna.

**NEXT APPT:** With Occupational Therapy, 01/06/2025 at 4:00 PM.

A red arrow points to the 'Snooze' icon (a clock with a slash) in the message action bar.

# “SNOOZE” IN EPIC

The screenshot displays the Epic EMR interface within a Citrix Viewer. The main window shows a patient's message history and a 'Follow-up' dialog box. The dialog box is titled 'Follow-up' and contains several sections:

- Comment:** A text area for adding a comment, with an 'Insert Name' button.
- Postpone:** A section with 'Tomorrow' and '1 Week' buttons. Below these is a calendar for January 2025, with the date '13' (January 13th) highlighted. A red arrow points to this date.
- Due By:** A section with 'Date' and 'Time' input fields.
- Flags:** A list of checkboxes for marking the follow-up: 'Call patient', 'Call with results', 'Patient reminder', 'Personal reminder', 'Schedule follow-up appointment', and 'Write letter'.
- Buttons:** 'Accept' and 'Cancel' buttons at the bottom of the dialog.

A second red arrow points to the 'Accept' button. The background shows a list of messages, including 'Clinical Coordination', 'Cosign Notes', 'Hospital ADT', 'Patient Call', 'Patient Message', 'Referral Notification Letter', 'Research ADT Event Notification', and 'Results'. The Windows taskbar at the bottom shows various application icons and the system clock indicating 'Thu Dec 26 6:20 AM'.

# “SNOOZE” IN EPIC

The screenshot displays the Epic EMR interface within a Citrix Viewer window. The main content area shows an 'In Basket' view for a user named Michelle Cabrera. A message is selected, showing details such as the date (11/25/2024 01:01 PM), patient name (Peterson, Boone), and subject (follow up MRI and call parents, horner). The interface includes a navigation menu on the left, a top toolbar with various tools, and a Windows taskbar at the bottom.

**Navigation Menu (Left):**

- My Messages
- Clinical Coordination 0/1
- Cosign Notes 3/3
- Hospital ADT 1/1
- Patient Call 1/1
- Patient Message 1/1
- Referral Notification Letter 1/1
- Research ADT Event Notification 1/1
- Results 2/2
- Attached & Covering Users 0/0
- Follow-up
- Search
- Sent Messages
- Completed Work

**Message Details (Center):**

**Clinical Coordination** 0 new, 1 total

Msg Date	Patient	Phone
11/25/2024 01:01 PM	Peterson, Boone ...	

Subject: follow up MRI and call parents, horner  
Sent By: CABRERA, MICHELLE Rec...: Michelle Trager C...  
Action: Pool:  
Comment:  
Assigned:

**Quick Filters (Right):**

Deferred from Mobile Not Taken By Others Overdue High Priority

**Message Content (Right):**

Select a message to get started  
Auto select the first message  
Help Shortcuts

**Windows Taskbar (Bottom):**

Type here to search  
6:20 AM 12/26/2024

# Use M-Modal, Fluency Direct dictation whenever possible

**Clinical Coordination**

Care Team: P OPH CLINIC SUPPORT, Cabrera, Michelle Trager, MD

To: OPH CLINIC SUPPORT

Pool for Responses: Add a pool

follow up

ALLEGRO, THEO MALONE [1337200]

On the last visit, this patient was supposed to have the following visits arranged but I do not see them on the schedule:  
Orthoptist sensorimotor evaluation next available  
Eye movement testing next available

Can you please call family to arrange?

Thanks!

Mimi

**Call Info**  
Phone Number   Call Me

**Flags**

**Dates**

Delay sending until  
Date  Time

Due on  
Date  Time

Expire on   
Date  Time

**Notifications**

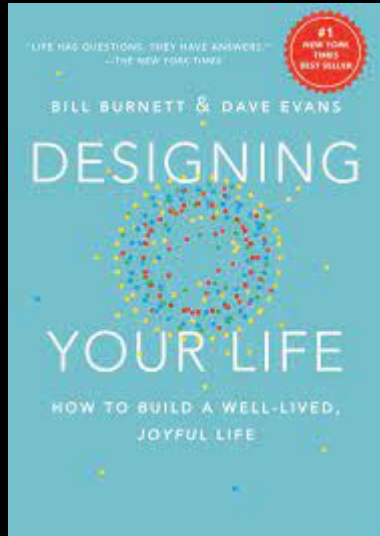
Notify me if not

Done By  Read By  Replied By

Date

Save as QuickAction Send Cancel Michelle Cabrera

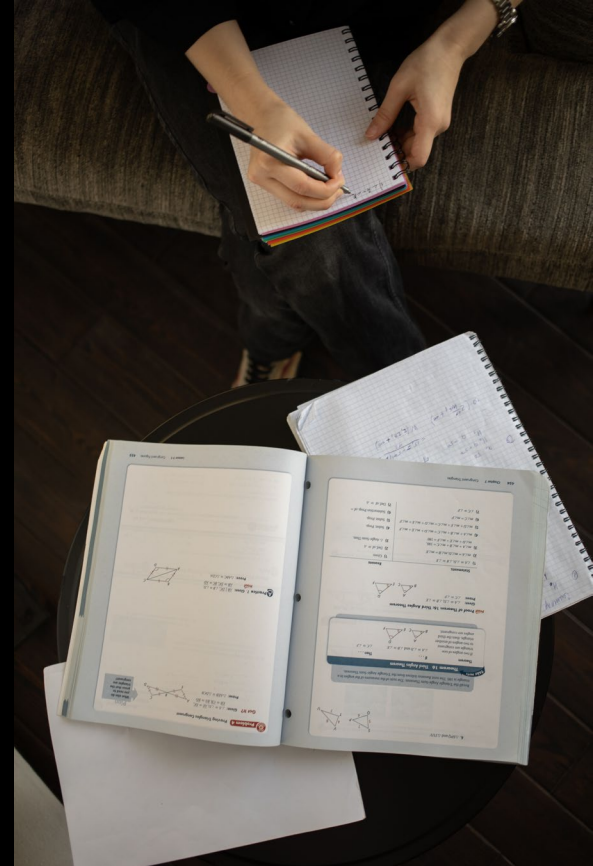
# Email is Just a Medium



# Email is Just a Medium

Managing Email Means:

- Convert important things into action items
- Eliminate the rest





# Inbox Zero Take Home Points

- Eliminate Spam
- 2- Minute Rule
- DELETE
- Use SNOOZE



<https://www.youtube.com/watch?v=s74-mXXvJsM>



Please provide your feedback!



Thank you!

