



CONFIDENTIAL

**Residents Assistance
Program Hotline
(813) 870-3344**

- Free
- Completely confidential
- On call around the clock

Whether you are dealing with an overwhelming work schedule or other pressures of your residency or personal life, it can help to talk things out with a professional. We're here to help. We understand what you're going through. And we're as close as your phone, 24 hours a day.

-Wood & Associates

Jessica Woodrow, editor of the Soul-utions for Business™ newsletter, offers these tips for dealing with what she calls "the long winded, uninteresting or emotionally expensive types you are bound by business to associate with."

- Let them know up front how much time you have available. Stick to it. *Give them a two minute warning.*

See Take Time, column 2, on back



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Managing Time: Residents, Experts Share Tips

"Take two to prioritize and plan."

That's the prescription many medical residents take as they try to manage their hectic professional lives around personal time.

As they complete their training as healthcare professionals at medical centers and clinics throughout the country, residents may work 60 or more hours per week. It can be challenging and exhausting work, but it can also be rewarding. By establishing good time management habits early in their careers, physicians are able to achieve a healthy balance in their work, family and personal lives.

Organize, Delegate and Prioritize

For Kimberly Goodemote, M.D., chief resident in the department of Family Medicine at the Mayo Clinic in Jacksonville, planning ahead and learning to delegate some responsibilities—both at home and work—is how she stays focused. "I take my work seriously," said Dr. Goodemote. "But I've learned to say 'no' so

that I don't overextend myself."

Goodemote also says she prioritizes her responsibilities. "I have a young son whom I make a priority. With a little creative planning, I make the time I spend with him special and I try to work around his naptime on weekends. I also make time for myself to stay both mentally and physically balanced."

It's Okay to be Selective

"Learn to be selective when scheduling tasks, projects, and appointments," advises Elaine St. James, author of "Simplify Your Work Life."

"Get into the habit of asking yourself 'Do I really need to do this now?' or 'Do I need to do it at all?' Look over your schedule for the past month or so and ask yourself what you could have eliminated. Much of what we spend our time doing doesn't need to be done. Making wise choices is one of the most effective ways to seize time."¹

Communicate Limits

Setting limits is another way to make the best use of your time and that of others.

\$\$\$ Money

Virtually all heads of families should carry life insurance. Most financial advisors also recommend automobile, health, homeowners, personal liability, professional liability and/or malpractice, disability, and long-term-care insurance policies.

Purchasing individual or family insurance coverage is an important financial decision. A great deal of study and advice are needed to choose wisely. A few basic guidelines can safely be applied. But beyond these, each individual's needs are unique and should be carefully assessed by an expert.

Q. How much insurance do I need?

A. Don't insure yourself against misfortunes you can pay for yourself. Why gamble all that money that they will happen? If they don't, you're way ahead. If they do, it will usually cost you less in actual costs than the insurance premiums you would have paid.

Q. What kind of policy is best?

A. Broader is better. Cover as many misfortunes as possible with a single policy.

A useful tool for determining your life insurance needs may be found at www.munizandassociates.com. Click on "Calculators." Then scroll down to "Risk Management" in the left hand column and click "Life Insurance."

By Julio C. Muniz, Muniz and Associates, Tampa, Florida, a Certified Financial Planner (CFP) and a Chartered Life Underwriter (CLU).

Take Time, continued

- Interrupt run-ons with a get-to-the-point encouragement, *"I want to help you. What is the bottom line?"*

It's also important to model good time usage so that others might follow your example, says Woodrow. Some examples of phrases that emphasize the value of time are:

- *"I want to use our time wisely. I prepared for this meeting by..."*
- *"Thank you for giving me your valuable time and wisdom."*
- When you call someone, ask *"Is this a good time to call?"*

When others do use your time wisely, it's important to express appreciation, Woodrow adds. Use phrases like:

- *"I appreciate that you came to this meeting so well prepared. Our time was well used because of your preparation. Thank you."*
- *"I enjoy working with you because you are so organized. It's refreshing and rewarding! Thank you."²*

Reaching for a Higher Goal

Some residents are guided by their faith as they pursue their goals despite multiple demands on their time. Hope Edmonds, M.D., a second-year family medicine resident at the Mayo Clinic in Jacksonville, says she achieves balance and focus in her life through prayer.

"I don't think there's a trick to survival in residency—you just do what the job requires. For me, prayer is the only way

to survive," she says.

"I believe this profession is not just a way for me to pay bills, but a calling for me to serve," Edmonds continues. "I don't always love it. Sometimes I want to throw my white coat into the nearest dumpster, but other days I walk away from a long day so grateful for my lot in life."

No matter what time management techniques you use to stay focused on your highest goals, remember that the good habits you develop now will help you achieve the healthiest balance in the years ahead.

Additional Reading

"Creative Time Management for the New Millennium" by Jan Yager

"First Things First" by Steven Covey

"Effective Delegation" by Chris Roebuck

"Simplify Your Work Life" by Elaine St. James

"How to Get Control of Your Time and Your Life" by Alan Lakein

¹ Reprinted from SIMPLIFY YOUR WORK LIFE: Ways to Change the Way You Work So You Have More Time to Live by Elaine St. James. Copyright © 2001 by Elaine St. James. Published by Hyperion.

² Jessica Woodrow, Soul-utions for Business™ newsletter (www.soulbiz.com). Used with