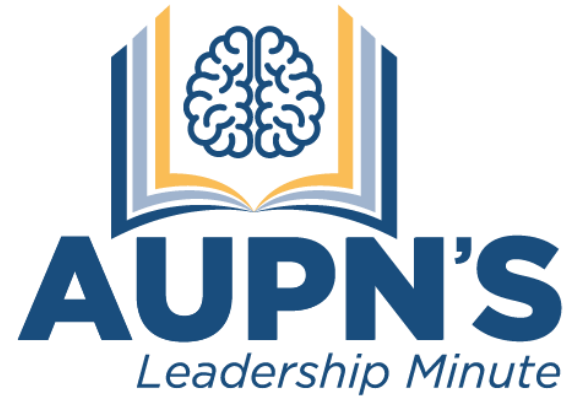


Alissa Willis, MD
University of Mississippi
Medical Center



***What to do when
you have too
much to do?***



Laurie Gutmann, MD
Indiana University SOM

Leadership Minute Podcast Episode Description

- The potential amount of obligations for any leader in an organization is infinite.
- There is no perfect method for how to “protect” yourself to be able to do the best job possible in all things required of you.
- Key points: prioritize by:
 - What is strategically important for your role?
 - What is important to you personally?
 - What is important to success of your team and cannot be delegated?
- Important take-away: Be honest to yourself and others.

What to do when you have too much to do?

- Professional duties
 - Leadership projects
 - Collaborative goals with peers
 - Departmental and faculty growth/health
- Personal growth
 - Career development
 - Educational opportunities
 - Your health and well-being

What is strategically important for your role?

- Depending on your leadership role, some things may have higher priority.
 - Residency program director
 - Examples: resident well-being, curriculum updates, review of RITE exam outcomes
 - Clerkship director
 - Examples: letters for ERAS, curriculum updates, equal training across sites
 - Vice Chair of Clinical Practice
 - Examples: quality improvement, access/space issues, retention of clinic staff
 - Department Chair
 - Examples: strategic planning, faculty development, recruitment

What is important to you personally?

- Depending on the stage of your career:
 - Pursuing further training (MBA, MPH, Clinical research training, etc)
 - Establishing your area of excellence for future promotion
 - Leading innovations
 - National/International presence for your department/you
- Prioritization can be hard
 - Coaching can be helpful
 - Never say yes to something in the hallway
 - personal communication: Dawn Kleindorfer

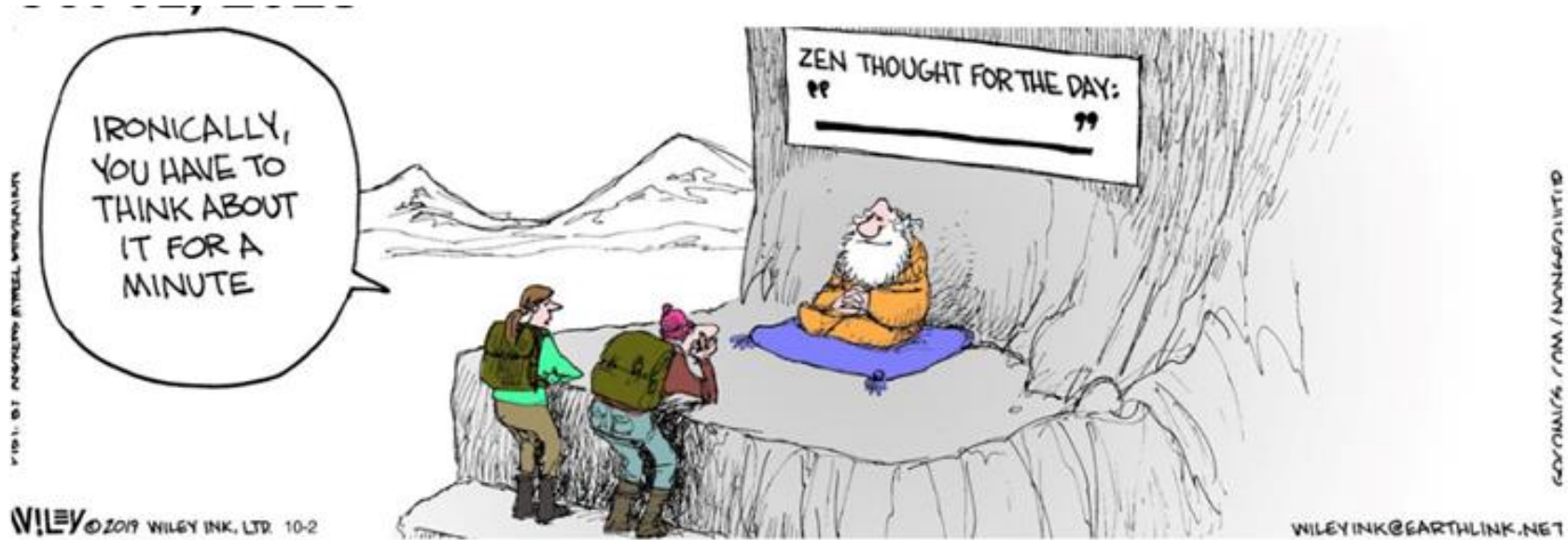
Keep or delegate or decline?

- Timeliness and downstream opportunities
 - Is it urgent/important?
 - Can this build into something in the future through networking benefits or educational/professional growth?
- Growth or opportunity for someone else
 - Is there someone else who could do this and would benefit from it?
- Not the time for it/not your forte
 - If you say no, it is not the last time anyone will ask you to do something
 - Offer a potential alternative/delegate

Be honest to yourself and others

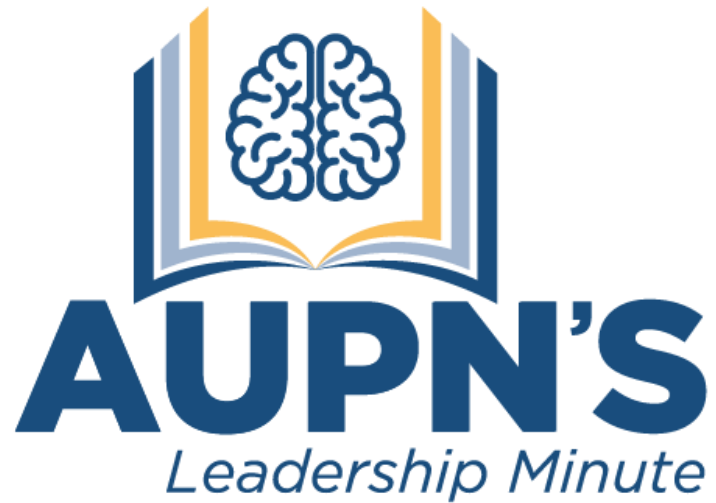
- No, I cannot do this but here are some people to consider for this.
- I know I agreed to do this but I am no longer able to.
 - Here is someone who may be able to do it.
 - Please ask me again in the future as I am still interested but cannot do it at this time (if you want them to do that).
- Be clear on what you can or cannot contribute time-wise and content-wise if you agree to do it.
- Review, revise/delegate, refuse

Take a minute



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