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Faculty/Presenter Disclosure

- Faculty: Amanda Tzenov, Lisa Graves
- Relationships with financial sponsors:
 - Grants/Research Support: none
 - Speakers Bureau/Honoraria: none
 - Consulting Fees: none
 - Patents: none
 - Other: none

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Disclosure of Financial Support

- This program has received no financial support
- This program has received no in-kind support

3

Mitigating Potential Bias

- No bias has been identified to mitigate

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Objectives

- 1. EXPLORE BARRIERS TO EFFECTIVE TIME MANAGEMENT
- 2. DESCRIBE WAYS TO MANAGE WORKLOAD/TIME MORE EFFECTIVELY
- 3. APPLY PRINCIPLES OF WORKLOAD MANAGEMENT TO YOUR OWN PROFESSIONAL LIVES



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Agenda

1. Introduction
2. What is my "FIT"
3. What are your goals
4. Challenges to "FIT"
5. External factors
6. Calendar activity
7. Share with the group
8. Wrap up

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Why are we talking about work-life balance?

- First National Orientation on Leadership in Family Medicine Day, Nov 2018
 - Attendees noted that one of the areas they wanted more information on was related to work-life balance and handling workload effectively
- US study of fam med postgrad directors:
 - level of resiliency reported was directly correlated with:
 - Moderate to great amount of personal time
 - Healthy work-life balance
 - Ability to stop thinking about work



PERSONAL CHARACTERISTICS

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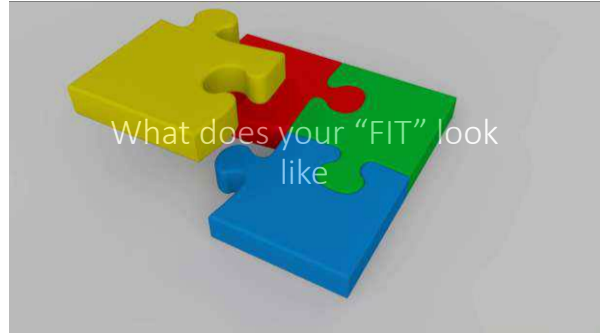
The article discusses the importance of work-life balance for physicians. It mentions the Canadian Medical Association (CMA) and the Newfoundland and Labrador Medical Association (NLMA) are proud to present the 6th Canadian Conference on Physician Health (CCPH) taking place October 5-5, 2019 at the Sheraton Hotel, Sheraton Conference Centre in St. John's, Newfoundland and Labrador.

The article also mentions a new paper published today by the Harvard T.H. Chan School of Public Health, the Harvard Global Health Institute, the Massachusetts Medical Society and the Massachusetts Health and Hospital Association (MHHA) has deemed the condition a public health crisis.

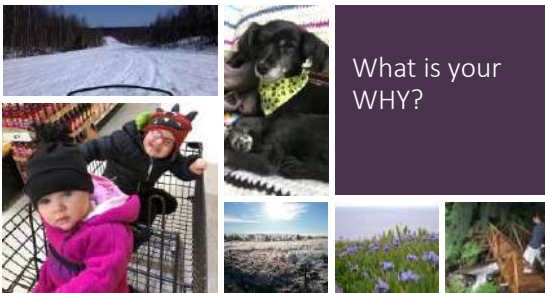
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Challenges

- Tasks have no home
- Set aside time of the day
- Wrong person for the job
- Task is overly complex
- You cannot remember what you have to do
- Your space is disorganized
- Absence of planning time
- Unrealistic workload
- Miscalculated how long tasks take

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1. Tasks have no home



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2. Set aside the wrong time

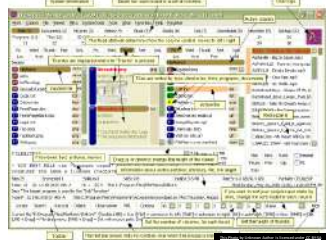


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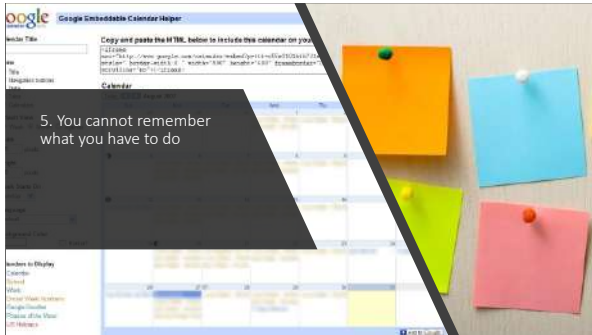


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4. Task is overly complex



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External factors affecting "FIT"

-  Health problems
-  Transitions
-  Interruption-rich environments
-  Other peoples' chaos

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Weekly Planner

• What does your work week look like?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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Weekly Planner

• What do you want it to look like?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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Discussion



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Summary

- Think FIT not balance
- Define your whys
- Take control of your calendar

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Please fill out your session evaluation now!



Complete a session evaluation one of two ways:

- ▶ FMF app Session #: T264
- ▶ Fmf.cfpc.ca Session Name: **Handling Workload Effectively and the Elusive Work-Life Balance**

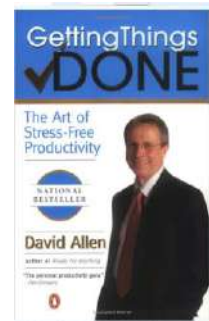
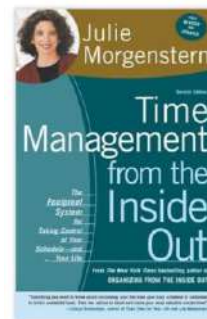
YOUR FEEDBACK IS IMPORTANT TO US!

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