Organizing in Color

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ACC 16

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INTRODUCTION

Definition of organization;

- the action of organizing something.

- the structure or arrangement of related or connected items.

- an efficient and orderly approach to tasks.

- *Synonyms:*
  - *Planning, arrangement, coordination, administration, organizing, running, management, efficiency, order, orderliness, planning*

Why be organized?

- Wear many hats
- If not organized can get behind on things, fall through cracks
- You are more efficient – bosses like people who are efficient

BENEFITS

1. More focused on what you want to achieve.

2. More productive.

3. Manage your time more effectively.

4. Do your work more economically.

5. Reduce the clutter in your workspace and reduce your stress levels

6. Achieve more balance in your life.

BENEFITS (cont.)

7. Set and achieve your goals in a more efficient manner.

8. Present a more positive business image.

9. Prioritize your tasks.

10. More flexible and more creative.

11. Achieve more energy and enthusiasm.

12. Freedom from chaos.

My Life

Nine programs - each with their own idiosyncrasies

- **Thoracic Surgery**
- **Integrated Thoracic Surgery**
- **Joint Surgery and Thoracic Surgery**
- **Minimally Invasive Thoracic Surgery**
- **Advanced Training in Cardiothoracic Surgery**
- **Vascular Surgery**
- **Surgical Critical Care**
- **Minimally Invasive and Bariatric Surgery**
- **4th Year Medical Students**

Color Code Each Program

- **Thoracic Surgery**
- **Integrated Thoracic Surgery**
- **Joint Surgery** and **Thoracic Surgery**
- **Minimally Invasive Thoracic Surgery**
- **Advanced Training in Cardiothoracic Surgery**
- **Vascular Surgery**
- **Vascular Surgery 0+5**
- **Surgical Critical Care**
- **Minimally Invasive and Bariatric Surgery**
- **4th Year Medical Students**
- **GME**
- **TS-TACS**
- **NC State**
- **Honor**

Thoracic Trad

Advanced CT Training

MIS Thoracic

I6

SCC

O+S

Vascular   ncState...

GME

Students

Honor

TS RACS

20 pc

R PEN
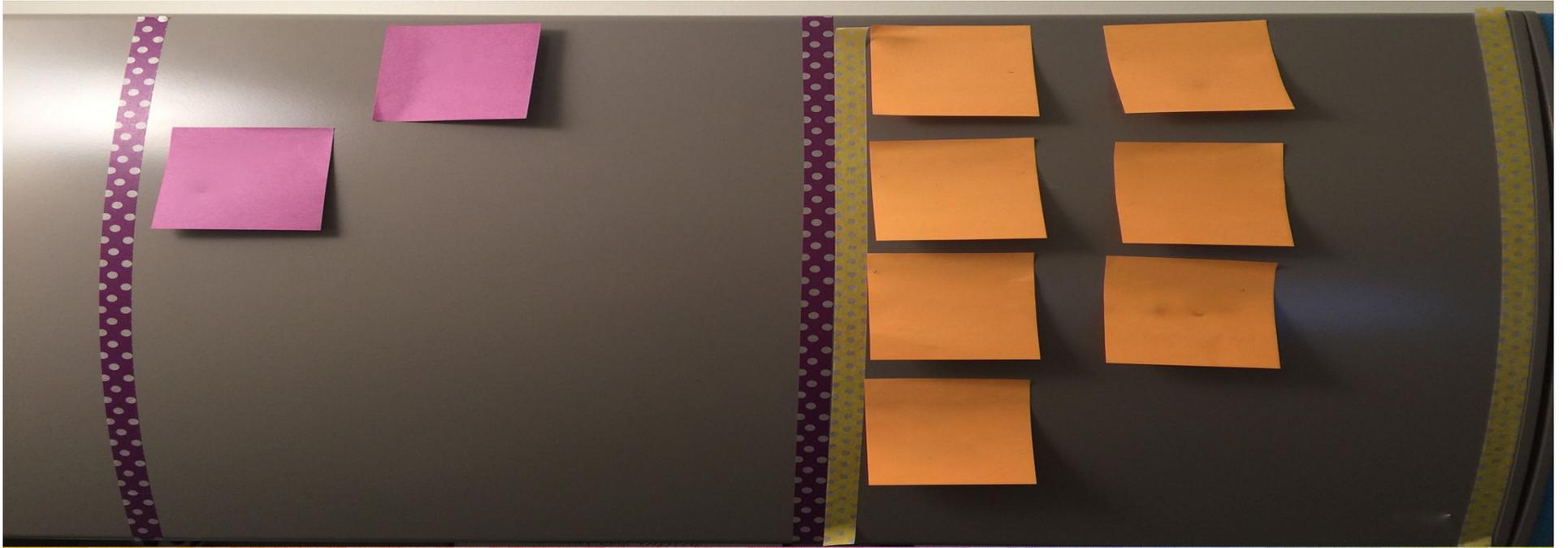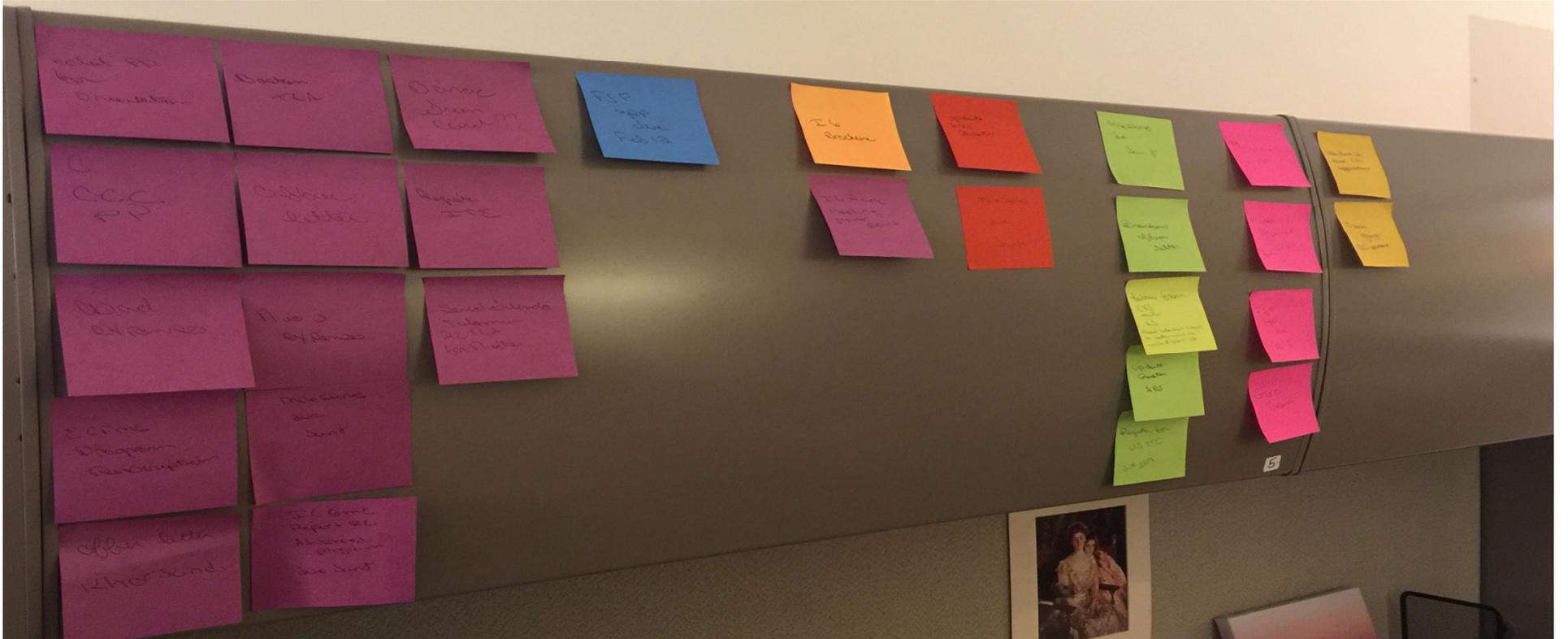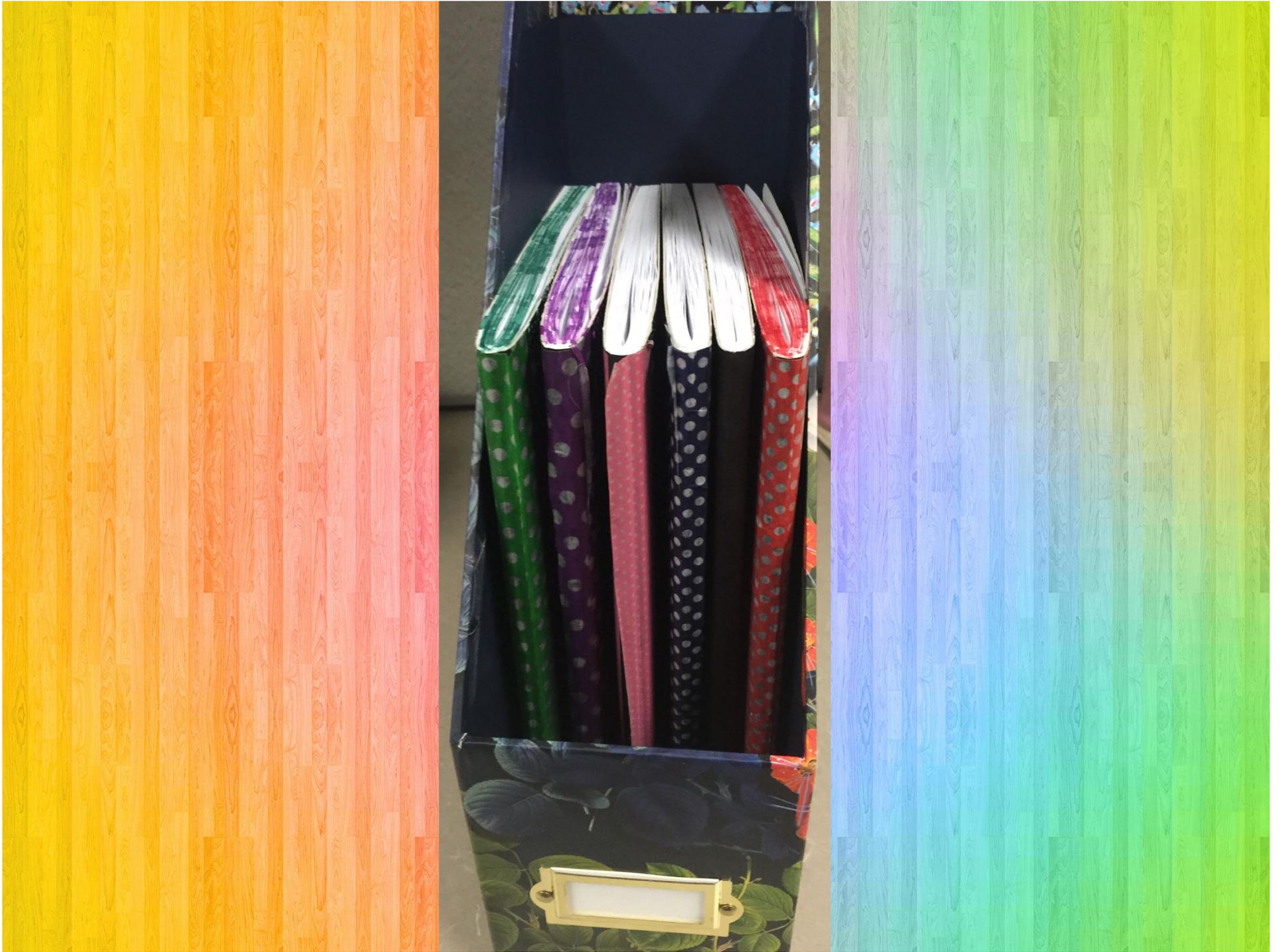
	AY 16	AY 17	AY 18
Thoracic	Jenikfer Scott Williams A Zwischenberger	Scott Williams Zwischenberger Bryner	Zwischenberger Bryner
Joint CT	Shen Williams J Anderson	Castleberry Hanna	Castleberry Hanna Ganapathi Speicher
Joint GSU	Castleberry Hanna Ganapathi Speicher	Ganapathi Speicher Keenan Yang	Keenan Yang
I-6	Bishawi Keane	Bishawi Keane	Bishawi Keane
MIS-Thoracic	Edwards	Wyler von Ballmoos	
Advanced CT/Tx	Sauvage Gao Juul *	Yousef (but fac) Hanumi Boese Bellino *	Khorsandi
SCC	Belfield	Komisarow	
Vascular	Turley	Turley Southerland	Southerland Henry
OTS			
MISD	Szoka Eckhouse Gwozon	Alvarez Siddasangappa Jesse	

7 MONDAY | **8 TUESDAY** | **9 WEDNESDAY** | **10 THURSDAY** | **11 FRIDAY** | **12 SATURDAY** | **13 SUNDAY**

spring forward! daylight saving time begins

Monday 7:
- Shanghai forum

Tuesday 8:
- PTO
- SMO
- noon CC web 7683
- Spring Break

Wednesday 9:
- invite Dario
- also 2 p/u Emp Health
- 2w CT web 7683 HAP
- noon CME core session
- 10:30 Colleen Post labs meds labo
- 4:00 Dr. Park

Thursday 10:
- badge
- betches
- p card
- mum
- ethos
- order dinner for mon
- order b'fast Sat.

Friday 11:
- MIS B interviews
- 7:15 Chickfil 3912 NW 919-680-0497

Saturday 12:
- ITE

Sunday 13:
- chops

Left margin list:
- Combine files & send stuff
- B'fast + lunch
- testing
- print labs
- p-care

Chap 7
Chap 8
Post 3/14
Response 3/16
Driven article
Final paper

6 hours

11 MONDAY — **12** TUESDAY — **13** WEDNESDAY

14 THURSDAY — **15** FRIDAY — **16** SATURDAY — **17** SUNDAY

— Faculty availability

— ITC
— FSF
— FSF
— b'fast e lunch
— Ethos
— Venter evals

— Dinner Sat

— TSG2
— dinner
— Orientation
— FSF
— FSF
— Update applicat
— hotel AAS

— Ethos
— Scott Reimb
— Senate remib
— p card

weekend

11:30 lunch w/ Rhodie Moxen

— Pauline
— Cathy Gusawsht
— Ongoing Calon

MD APPT 6:00
Barbara

Marvin 11:00 am
Christine

— Jack succes
Sudan sto
— Chris Scott
Reimburse

Chap 1
Chap 2
DCA · PDF

Article for once
GME funding

00636
Poe Hall

january*

MISB

Surg Crit Care

Thoracic

Vascular

MIS Thoracic

new year's day
hanukkah end
kwanzaa end
SUNDAY

1

new year's eve
SATURDAY

NOTES

SURGEON	AY 16	AY 17	AY 18	AY 19
Traditional CT	Javidfar Scott Williams A Zwischenberger	Scott Williams A Zwischenberger Bryner	Zwischenberger Bryner	Bryner
Joint CT	Shah Williams J Andersen	Andersen Castelberry Hanna	Castelberry Hanna Ganapathi Speicher	Ganapathi Speicher
Joint GS Share with Tammy	Castelberry Hanna Ganapathi Speicher	Ganapathi Speicher		
I6	Bishawi Anand	Bishawi Anand Trainee # 3	Bishawi Anand Trainee # 3 Trainee # 4	Bishawi Anand Trainee # 3 Trainee # 4 Trainee # 5
MIS Fellowship	Edwards			
Advanced Training/ CD TX (2 ICGME 2 Clinical Assoc)	Savage (Jan-June) *	Youssef (Jul - Sep) Nnambi Barac DeNino*		
SCC	Barfield	Komisarow		
Vascular	Turley	Southerland Turley	Southerland Henry	Henry
Vascular 0+5				
MIS Bariatric	Szoka Eckhouse Guerron	Alvarez Siddeswarappa Jesse		

Checklist

1. **Organization:** Checklists can help us stay more organized by assuring we don't skip any steps in a process. They are easy to use and effective.

2. **Motivation:** Checklists motivate us to take action and complete tasks. Since checklists can make us more successful, it becomes a virtuous circle where we are motivated to accomplish more due to the positive results.

3. **Productivity:** By having a checklist you can complete repetitive tasks more quickly and efficiently, and with fewer mistakes. This gives you more time in the day and assures fewer "fire drills." You become more productive and accomplish more each day.

4. **Creativity:** Checklists allow you to master the repetitive tasks and utilize more brain power for creative activities. Since the checklist means fewer fire drills and less stress, you not only have more time to be creative, you have the ability to think more clearly.

Singer, Andy. "Down to Business: Seven Benefits of Using a Checklist." *Naples Daily News*, May 282014.

Checklist

5. **Delegation:** By breaking down tasks into specific tasks, checklists give us more confidence when delegating activities. When we are more comfortable that tasks will be done correctly, we delegate more and become significantly more productive.

6. **Saves lives:** Checklists can literally save lives. When the U.S. Army Air Corps introduced the B-17 bomber during WWII an experienced aviator crashed the plane during its second demonstration flight. After this tragedy the Army required that pilots use a checklist before taking off. This is the same type of checklist we see pilots use today that helps to avoid crashes.

7. **Excellence:** Checklists allow us to be more effective at taking care of customers. By helping to assure that you provide superior customer service we can achieve excellence in the eyes of the customer. Excellence is a differentiator that improves brand equity.

Singer, Andy. "Down to Business: Seven Benefits of Using a Checklist." *Naples Daily News*, May 282014.

Checklist

Using checklists ensures that you won't forget anything. So, if you do something again and again, and want to do it right every time, use a checklist.

Task
AATS Meeting/TSDA/JCTSE
Access to Pyxis
Access to Xcelera and Terarecon
Add call schedule to MedHub
American College of Surgeons
APEI's
Application deadline for completing residents to register for ABTS
ASMBS
Badge Access
CCC Meeting Scheduled
Check NRMP database before offering interview
Conference Attendance
Contact Jill Engel and Jennifer Perna for APP updates for Red Book
DDW
Duke at Disney (MIS Course)
Enter Conference Schedules for next year
Enter text req for MS4 books
Evaluations
FSF to review case logs
FSF to review case logs and must submit 2-3 paragraph RI
GME Track Census
GME Track Resident Survey
Group Photo
In-Service Exam
Interviews
Match date
Match Opens
Mid-year review scheduled
Monogramming info

Notify FSF who fellows are
Offer letters sent
Order Loupes
Orientation for new Fellows
Pull procedure logs for all trainees, but especially those who have graduated
Rank Order List Due
Review Billing reports for Outrotations and send Audit Report to Peggy Moore
Run and save evaluation report from MedHub for graduating trainees
Run End of Year Program Level Report, Resident Level reports from ACGME
Run MedHub Scheduling Errors report
SAGES
Scrub suit request
Send handbook and acknowledgement form to fellows
Send out evaluations and track prior month for missing evaluations
Set up Graduation Dinner
Set up Welcome Party
STS Meeting/TSDA/TS-RACS/JCTSE
Task Wizard for Conference and Rotation Schedules
Task Wizard for Graduation and/or Promotion
TFC Quarterly Evals submitted
TLAs
Update ACGME web site with fellow info
Update handbooks
Update MedHub and ACGME with new faculty
WebADS

Task	Notes	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
AATS Meeting/TSDA/JCTSE								x			x		
Access to Pyxis		x											
Access to Xcelera and Terarecon		x											
Add call schedule to MedHub		x	x	x	x	x	x	x	x	x	x	x	x
American College of Surgeons					x								
APEI's				x									
Application deadline for completing residents to register for ABTS			x										
ASMBS					x	x							
Badge Access		x											x
CCC Meeting Scheduled			x				x		x				x
Check NRMP database before offering interview		x	x										
Conference Attendance		x	x	x	x	x	x	x	x	x	x	x	x
Contact Jill Engel and Jennifer Perna for APP updates for Red Book											x	x	x
DDW											x		
Duke at Disney (MIS Course)										x			
Enter Conference Schedules for next year		x	x										x
Enter text req for MS4 books		x					x			x	x		
Evaluations		x	x	x	x	x	x	x	x	x	x	x	x
FSF to review case logs				x			x			x		x	
FSF to review case logs and must submit 2-3 paragraph RE fellow's performance										x			
GME Track Census		x											
GME Track Resident Survey				x									
Group Photo										x			
In-Service Exam	Sign-up in January, take in March						x	x		x			
Interviews									x	x			
Match date					x								
Match Opens							x						
Mid-year review scheduled							x						x
Monogramming info	Due April 15									x	x	x	
Notify FSF who fellows are													x
Offer letters sent													x
Order Loupes		x											

Task	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
AATS Meeting/TSDA/JCTSE							x			x		
Access to Pyxis	x											
Access to Pyxis	x											
Access to Pyxis	x											
Access to Pyxis	x											
Access to Pyxis	x											
Access to Pyxis	x											
Access to Xcelera and Terarecon	x											
Access to Xcelera and Terarecon	x											
Access to Xcelera and Terarecon	x											
Access to Xcelera and Terarecon	x											
Access to Xcelera and Terarecon	x											
Add call schedule to MedHub	x	x	x	x	x	x	x	x	x	x	x	x
Add call schedule to MedHub	x	x	x	x	x	x	x	x	x	x	x	x
Add schedules to MedHub	x											x
Add schedules to MedHub	x											x
Add schedules to MedHub	x											x
Add schedules to MedHub	x											x
American College of Surgeons				x								
APEI's			x									
APEI's			x									
APEI's			x									
APEI's			x									
Application deadline for completing residents to register for ABTS		x										
ASMBS				x	x							
Badge Access	x											x
Badge Access	x											x
Badge Access	x											x
Badge Access	x											x
Badge Access	x											x

Task	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Access to Pyxis	x											
Access to Pyxis	x											
Access to Pyxis	x											
Access to Pyxis	x											
Access to Pyxis	x											
Access to Pyxis	x											
Access to Xcelera and Terarecon	x											
Access to Xcelera and Terarecon	x											
Access to Xcelera and Terarecon	x											
Access to Xcelera and Terarecon	x											
Access to Xcelera and Terarecon	x											
Add call schedule to MedHub	x	x	x	x	x	x	x	x	x	x	x	x
Add call schedule to MedHub	x	x	x	x	x	x	x	x	x	x	x	x
Add schedules to MedHub	x											x
Add schedules to MedHub	x											x
Add schedules to MedHub	x											x
Add schedules to MedHub	x											x
Badge Access	x											x
Badge Access	x											x
Badge Access	x											x
Badge Access	x											x
Badge Access	x											x
Badge Access	x											
Check NRMP database before offering interview	x	x										
Conference Attendance	x	x	x	x	x	x	x	x	x	x	x	x
Conference Attendance	x	x	x	x	x	x	x	x	x	x	x	x
Conference Attendance	x	x	x	x	x	x	x	x	x	x	x	x
Conference Attendance	x	x	x	x	x	x	x	x	x	x	x	x
Conference Attendance	x	x	x	x	x	x	x	x	x	x	x	x
Enter Conference Schedules for next year	x	x										x
Enter Conference Schedules for next year	x	x										x
Enter Conference Schedules for next year	x	x										x
Enter Conference Schedules for next year	x	x										x
Enter text req for MS4 books	x						x		x		x	

Task	Jul
Access to Pyxis	x
Access to Pyxis	x
Access to Pyxis	x
Access to Pyxis	x
Access to Pyxis	x
Access to Pyxis	x
Access to Xcelera and Terarecon	x
Access to Xcelera and Terarecon	x
Access to Xcelera and Terarecon	x
Access to Xcelera and Terarecon	x
Access to Xcelera and Terarecon	x
Add call schedule to MedHub	x
Add call schedule to MedHub	x
Add schedules to MedHub	x
Add schedules to MedHub	x
Add schedules to MedHub	x
Add schedules to MedHub	x
Badge Access	x
Badge Access	x
Badge Access	x
Badge Access	x
Badge Access	x
Badge Access	x
Check NRMP database before offering interview	x
Conference Attendance	x
Conference Attendance	x
Conference Attendance	x
Conference Attendance	x
Conference Attendance	x
Conference Attendance	x
Enter Conference Schedules for next year	x
Enter Conference Schedules for next year	x
Enter Conference Schedules for next year	x
Enter Conference Schedules for next year	x
Enter text req for MS4 books	x
Evaluations	x
Evaluations	x
GME Track Census	x
GME Track Census	x
GME Track Census	x
GME Track Census	x
GME Track Program Survey	x
GME Track Program Survey	x
GME Track Program Survey	x
GME Track Program Survey	x
Order Loupes	x
Order Loupes	x
Order Loupes	x
Orientation for new Fellows	x
Orientation for new Fellows	x
Orientation for new Fellows	x
Pull procedure logs for all trainees, but especially those who have graduated	x
Pull procedure logs for all trainees, but especially those who have graduated	x
Pull procedure logs for all trainees, but especially those who have graduated	x
Pull procedure logs for all trainees, but especially those who have graduated	x
Review Billing reports for Outrotations and send Audit Report to Peggy Moore	x
Review Billing reports for Outrotations and send Audit Report to Peggy Moore	x
Review Billing reports for Outrotations and send Audit Report to Peggy Moore	x
Review Billing reports for Outrotations and send Audit Report to Peggy Moore	x
Run and save evaluation report from MedHub for graduating trainees	x
Run and save evaluation report from MedHub for graduating trainees	x
Run and save evaluation report from MedHub for graduating trainees	x
Run End of Year Program Level Report, Resident Level reports from ACGME	x
Run End of Year Program Level Report, Resident Level reports from ACGME	x
Run End of Year Program Level Report, Resident Level reports from ACGME	x
Run End of Year Program Level Report, Resident Level reports from ACGME	x
Run MedHub Scheduling Errors report	x
Run MedHub Scheduling Errors report	x
Run MedHub Scheduling Errors report	x
Run MedHub Scheduling Errors report	x
Run MedHub Scheduling Errors report	x
Scrub suit request	x
Scrub suit request	x
Scrub suit request	x
Scrub suit request	x
Scrub suit request	x
Scrub suit request	x
Send handbook and acknowledgement form to fellows	x
Send handbook and acknowledgement form to fellows	x
Send handbook and acknowledgement form to fellows	x
Send handbook and acknowledgement form to fellows	x
Send out evaluations and track prior month for missing evaluations	x
Send out evaluations and track prior month for missing evaluations	x
Send out evaluations and track prior month for missing evaluations	x
Send out evaluations and track prior month for missing evaluations	x
Send out evaluations and track prior month for missing evaluations	x
Send out evaluations and track prior month for missing evaluations	x
Set up Graduation Dinner	x
Set up Welcome Party	x
Task Wizard for Conference and Rotation Schedules	x
Task Wizard for Conference and Rotation Schedules	x
Task Wizard for Conference and Rotation Schedules	x
Task Wizard for Conference and Rotation Schedules	x
Task Wizard for Conference and Rotation Schedules	x
Update ACGME web site with fellow info	x
Update ACGME web site with fellow info	x
Update ACGME web site with fellow info	x
Update ACGME web site with fellow info	x
Update MedHub and ACGME with new faculty	x
Update MedHub and ACGME with new faculty	x
Update MedHub and ACGME with new faculty	x
Update MedHub and ACGME with new faculty	x

- Being organized helps you do your job more efficiently.
- Your boss will love you more.
- What works for me may not work for you, and that is okay.
- Ideas from Pinetrest
- Be creative

Thank you!