

Mastering Time Management

FacDev in 5 KEY TAKEAWAYS



Watch the FacDev in 5 Video featuring Dr. Cindy O'Bryant, Professor, Oncology Pharmacy, Associate Dean for Academic and Faculty Affairs. tinyurl.com/FD5-Time

Key Takeaways



Use these five practical strategies to manage your time more intentionally and effectively.

1

Clarify Your Priorities

Identify high-impact tasks that align with your goals and responsibilities.

2

Plan Your Time Intentionally

Schedule dedicated time for focused work to ensure priorities happen.

3

Use the Power of Focused Work

Focus on one task at a time in short, dedicated intervals to help maintain energy and concentration.

4

Set Boundaries and Protect Your Time

Set limits around meetings, email, and commitments to protect time for what's essential.

5

Build in Reflection and Flexibility

Regularly review your approach and adjust strategies as priorities change.



Dive Deeper

Bixby S.D. [Leveraging effective time management into improved work-life balance](#). *Pediatric Radiology*. 2024.

Efron N. [Ten tips for efficient academic time management](#). *Clinical and Experimental Optometry*. 2023.

Pitre C. et al. [Physician time management](#). *MedEdPORTAL*. 2018.

