



University of California  
San Francisco

# Planning and Reflecting

- *Getting the most out of the course*

Bill Cutrer MD MEd

Sandrijn van Schaik MD PhD

**Developing Medical Educators of the 21<sup>st</sup> Century -2023**

# Getting the most out of the course



Planning: Take an intentional approach to learning during the course



Reflecting: Utilize the learning passport



Translating: Bringing ideas back to your own institution or program

# 01

Today: Tips for planning and time management

Lunch: pick a topic to focus on for take home plan

# 02

Throughout the course: reflect and write (learning passport)

Tomorrow lunch: delve deeper into topic for take home plan

# 03

Wednesday: create an action plan with timeline and priorities

## Plan for the course

# Course schedule – what to expect

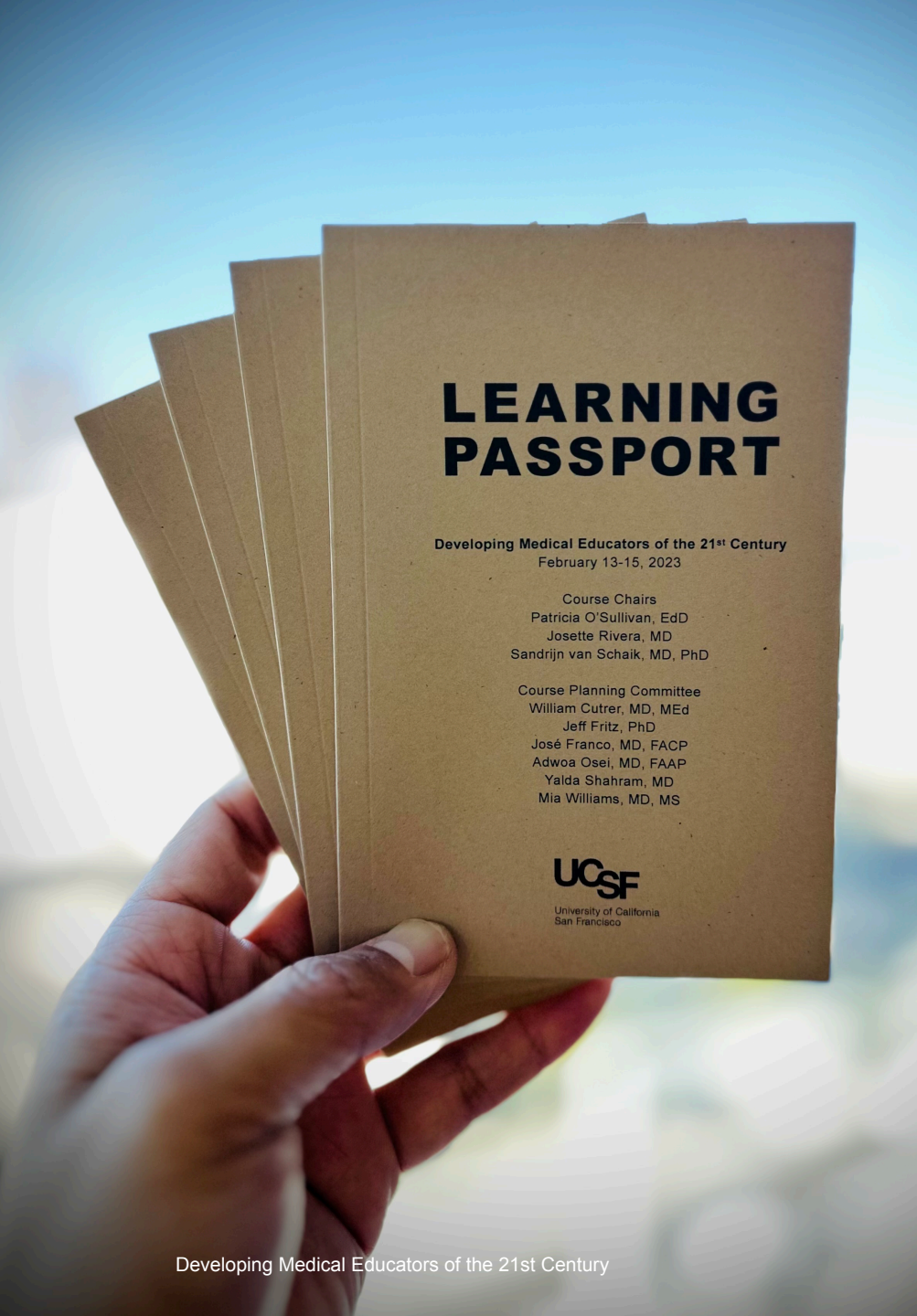
- Plenaries: 45 min talks to give you new ideas and inspiration
- Plenary workshops: 90 min sessions in large ball room with table work to help you think about applying concepts to your own practice
- Small group workshops: 90 min small group sessions with expert presenters/facilitators to actively engage with others on different topics (see your badge for personalized schedule)
- Discussion sessions: interact with other course members and generate discussion about challenging issues in medical education
- And: opportunities to network during reception tonight (4:30) and breaks in between

# Make a plan

- Why are you here?
- What do you want to accomplish?
- What "ground rules" will you set for yourself?





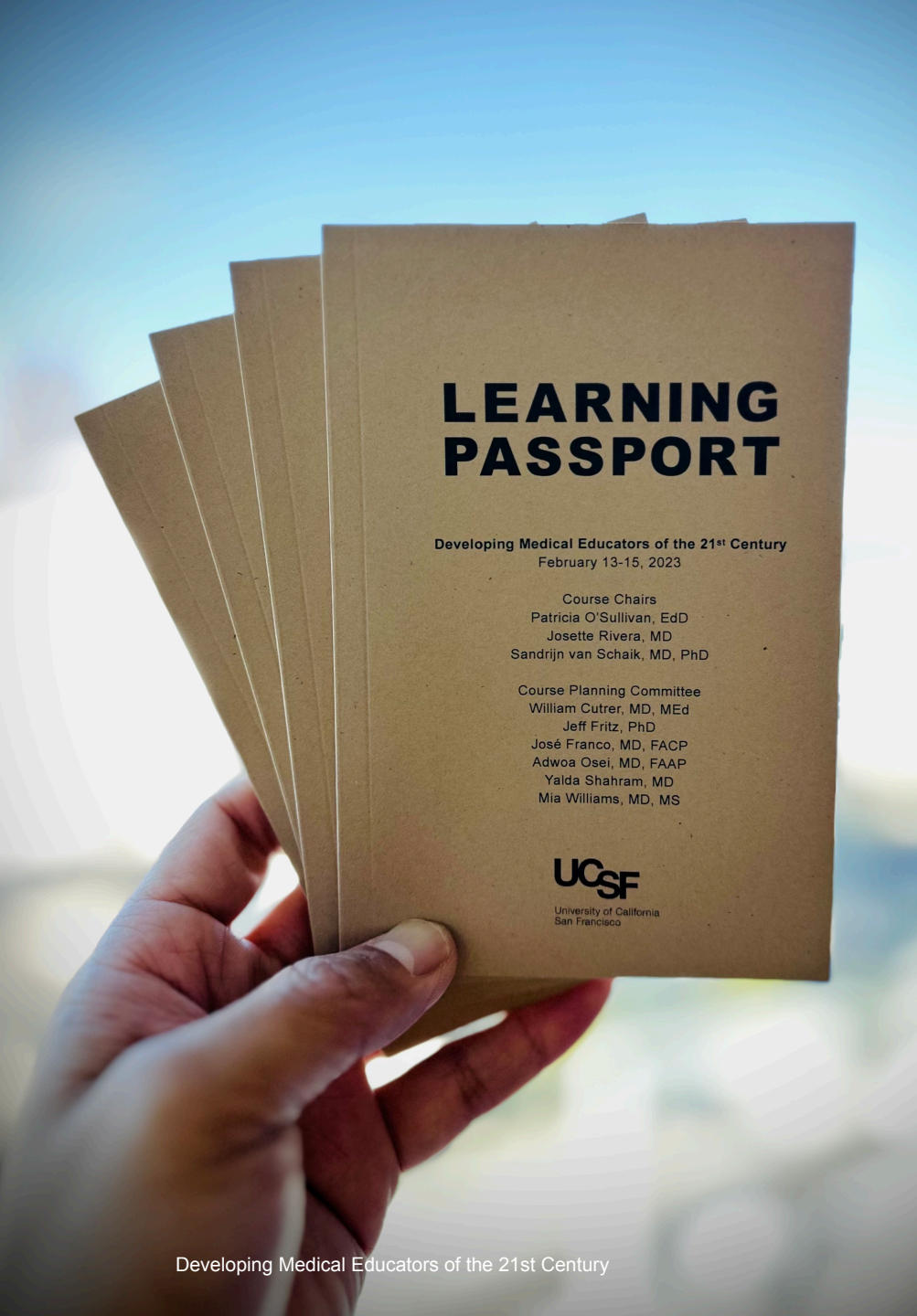


# Learning passport

- Write your name on it!
- Reflection pages for each session
- At the end of the course, review and select ideas to take home

# Some ideas

- **Meet people and introduce yourself**
- **Be curious**
- **Encourage debate**
- **Open mind: “Yes, and” versus “Yes (or no), but”**
  
- **And... Silence phones and turn off email during sessions**



# Take a moment to reflect:

---

On the “planning page” of the passport

- Why did you come to the course?
- What do you hope to get out of attending?



# Commitment: During the course

I will try to:

- ....
- ....
- ....



And I will  
not:

- ....
- ....
- ....

# Table discussion

1. Your commitments
2. What could come in the way?
3. Strategies to mitigate those challenges?

# Personal Productivity &

# Project Management:

Translating ideas from the  
course to your home  
institution

Describe

Describe the core components of personal productivity and related theoretical construct



Apply

Apply project management frameworks to your own project planning



Optimize

Optimize personal productivity through prioritized and selective time allocation

# Personal Productivity

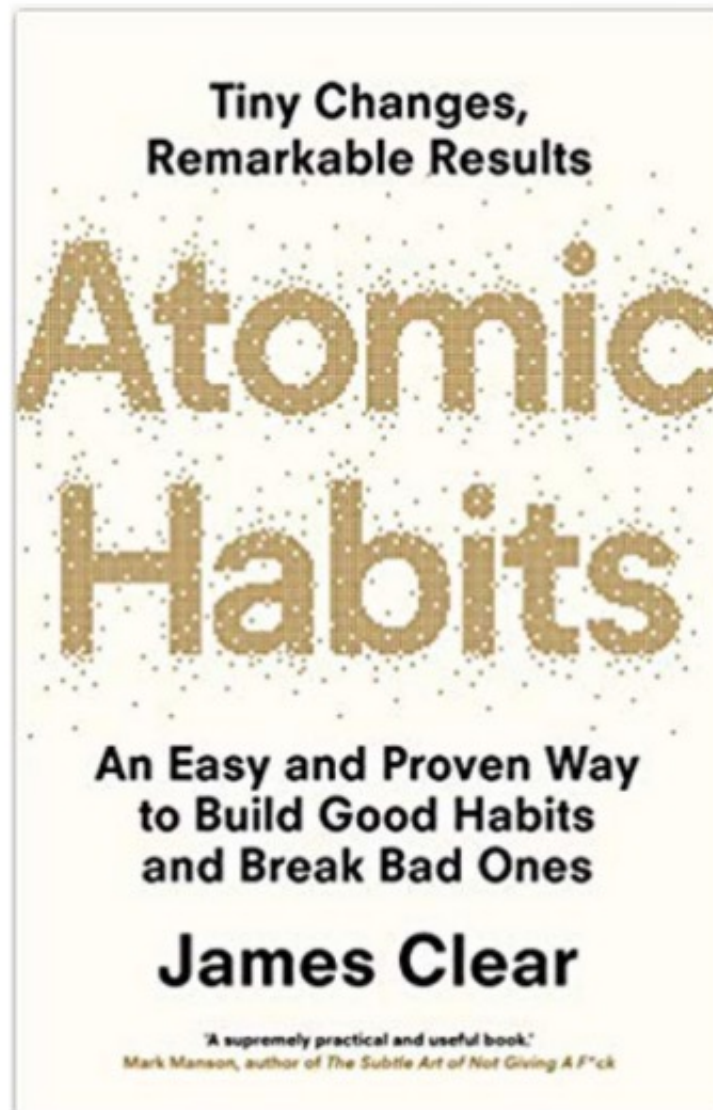


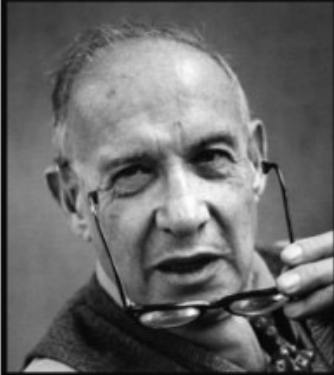


“

You do not  
rise to the  
level of  
your goals.  
You fall to  
the level of  
your  
systems.

JAMES CLEAR





Management is doing things right; leadership is doing the right things.

(Peter Drucker)

izquotes.com

<https://tomhartwell.wordpress.com/2014/04/22/do-the-right-thing-product-vs-doing-things-right-engineering/>

“

EFFICIENCY IS DOING  
THINGS RIGHT;  
EFFECTIVENESS IS DOING  
THE RIGHT THINGS.

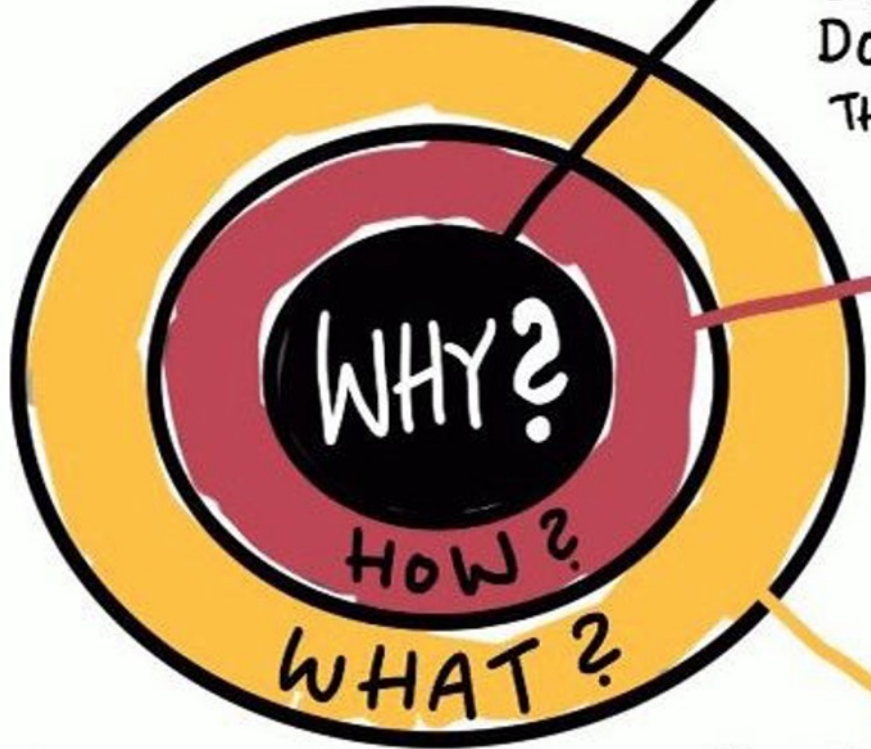
PETER DRUCKER

<https://images.app.goo.gl/WuABmCNWVBSbEek97>





# GOLDEN CIRCLE

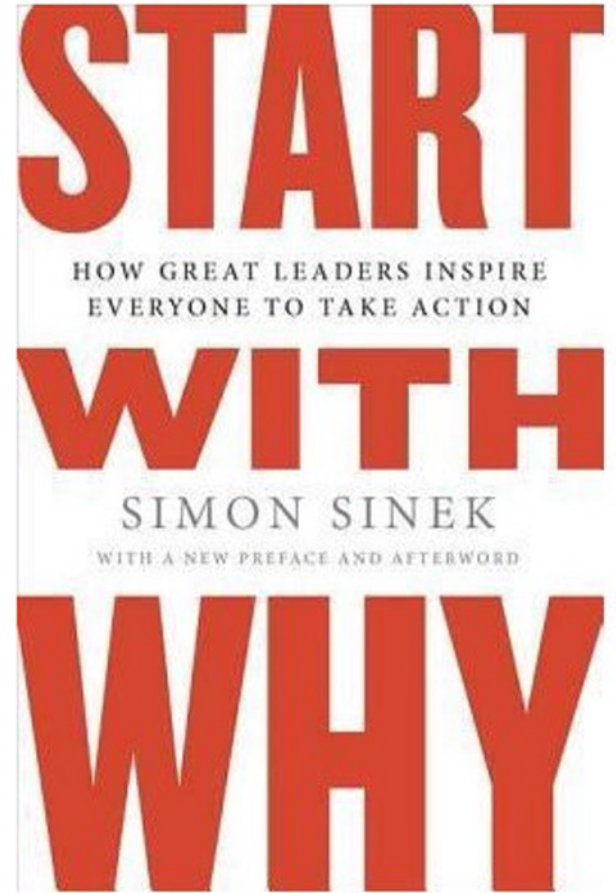


WHY DO YOU DO WHAT YOU DO? WHAT IS THE PURPOSE?

HOW DO YOU DO WHAT YOU DO?

WHAT DO YOU DO?

IDEA: SIMON SINEK





- WHAT: “We make great computers”
- HOW: “Our computers are beautifully made, simple to use and user friendly”

Wanna buy one?

- WHY: In everything we do, we believe in challenging the status quo. We believe in thinking differently.
- HOW: The way we challenge the status quo is by making our products beautifully made, simple to use, and user friendly”
- WHAT: We just happen to make computers.

Wanna buy one?

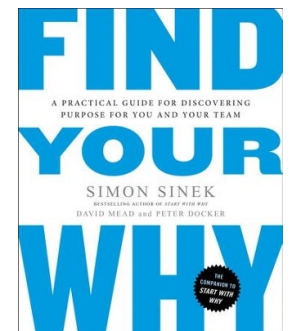


- **WHAT:** I answer emails, put our fires, and go to program meetings
- **HOW:** Our MD curriculum is well-designed and integrated

Wanna hear more about it?

- **WHY:** It is my professional vision to ignite a passion for learning in others that leads to personal growth and development.
- **HOW:** I work to ignite that passion through our well-designed and integrated MD curriculum
- **WHAT:** There are times when this requires answering emails, putting our fires, and going to program meetings.

Wanna hear more about it?

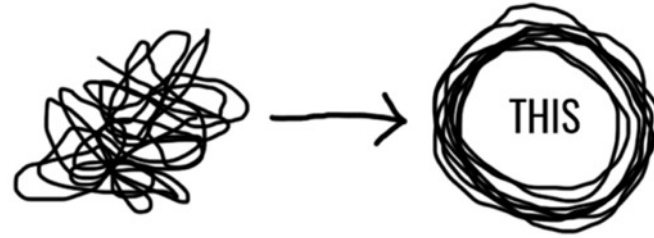




The Disciplined Pursuit of Less  
**GREG** MCKEOWN



# The Model



## Nonessentialist

## Essentialist

Thinks	<b>ALL THINGS TO ALL PEOPLE</b> "I have to." "It's all important." "How can i fit it all in?"	<b>LESS BUT BETTER</b> "I choose to." "Only a few things really matter." "What are the trade-offs?"
	<b>THE UNDISCIPLINED PURSUIT OF MORE</b> Reacts to what's most pressing Says "yes" to people without really thinking Tries to force execution at the last moment	<b>THE DISCIPLINED PURSUIT OF LESS</b> Pauses to discern what really matters Says "no" to everything except the essential Removes obstacles to make execution easy
Gets	<b>LIVES A LIFE THAT DOES NOT SATISFY</b> Takes on too much, and work suffers Feels out of control Is unsure of whether the right things got done Feels overwhelmed and exhausted	<b>LIVES A LIFE THAT REALLY MATTERS</b> Chooses carefully in order to do great work Feels in control Gets the right things done Experiences joy in the journey



# Mindset of an Essentialist

1

**Explore**

Determine what is insignificant and what is essential.

2

**Eliminate**

Do away with the nonessential activities and commitments.

3

**Execute**

Create a system or process to help you execute and fulfill your intentions.

## The Way of the Essentialist

"It is a discipline you apply each and every time you are faced with a decision about whether to say yes or whether to politely decline."

<https://images.app.goo.gl/vFg1T9Gg7Fzv5L42A>



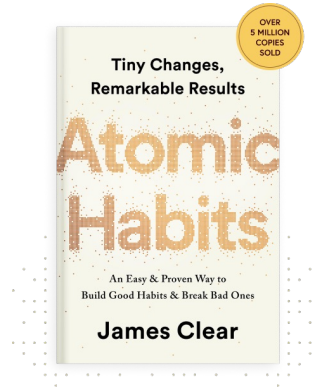
<https://www.motivize.me/action-plans/essentialism/actions/explore-and-evaluate-your-wardrobe/>

# Possible Productivity Thieves

- 1) Busy Bandwagon
- 2) Frustrations
- 3) Motivation
- 4) Perfectionism
- 5) Email
- 6) Burnout

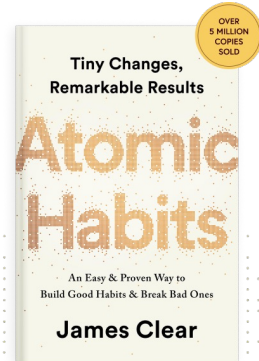


**“Goals are good for setting a direction, but systems are best for making progress.”**



**“You don’t have to be the victim of your environment. You can also be the architect of it.”**

**“Goals are good for setting a direction, but systems are best for making progress.”**



**“You don’t have to be the victim of your environment. You can also be the architect of it.”**

**“Every action you take is a vote for the type of person you wish to become.**

**No single instance will transform your beliefs, but as the votes build up, so does the evidence of your new identity”**

# Table group discussion

1. What makes you continue things you don't want to do?
2. What keeps you from doing what you want to do?



# Saying No (so it sounds like yes)

Not a good fit for you:

- *This sounds so interesting, although at this time it isn't totally aligned with what I am focusing on. It may be a great project for X. Would it be okay if I asked X?*
- *Thanks so much thinking of me. My first impression is that it is not completely aligned with my interests. Is there a way we can modify this to match my goals?*

Want to do it, but not now:

- *I would love to do this. Can I ask what the timeline for this is? I won't be able to fit it in now but if it can wait a few months I'm game*

Want to do it, but have no time:

- *I would love to do this. Can you help me decide what I should get rid of to make space for this?*

# If you can't say no

- Don't say yes right away:
  - Can I have some time to think this over?
  - I would love to run this by some of my (other mentors)
  - I would like to take a moment to review all my other projects to make sure I can give this the attention it deserves
- Make sure you have an exit strategy:
  - What is the term for this commitment? Can it be time limited?
  - Can you try it for a few months before you fully commit?
- And get something out of things that are truly a burden
  - I know that this needs to be done and want to be a good citizen. Can we discuss....

It's not about  
having time  
It's about  
making time

# Making Time

- Say yes to things that align well with your goals
- Say no when your plate is full
- Block time off on your calendar to read/think/write
- Have a reading/thinking/writing partner
- Turn off your email when you're reading/thinking/writing
- Delegate tasks that you can delegate (even if you do it faster yourself)

# Next up:

- Brief break
- Workshops start at 10:15 AM,







University of California  
San Francisco

# Reflection and Wrap-up

- *Taking ideas home*

Bill Cutrer MD MEd

Sandrijn van Schaik MD PhD

**Developing Medical Educators of the 21<sup>st</sup> Century -2022**

# Wrapping it up and committing to next steps

## 01

Today: Tips for planning and time management

Lunch: pick a topic to focus on for take home plan

## 02

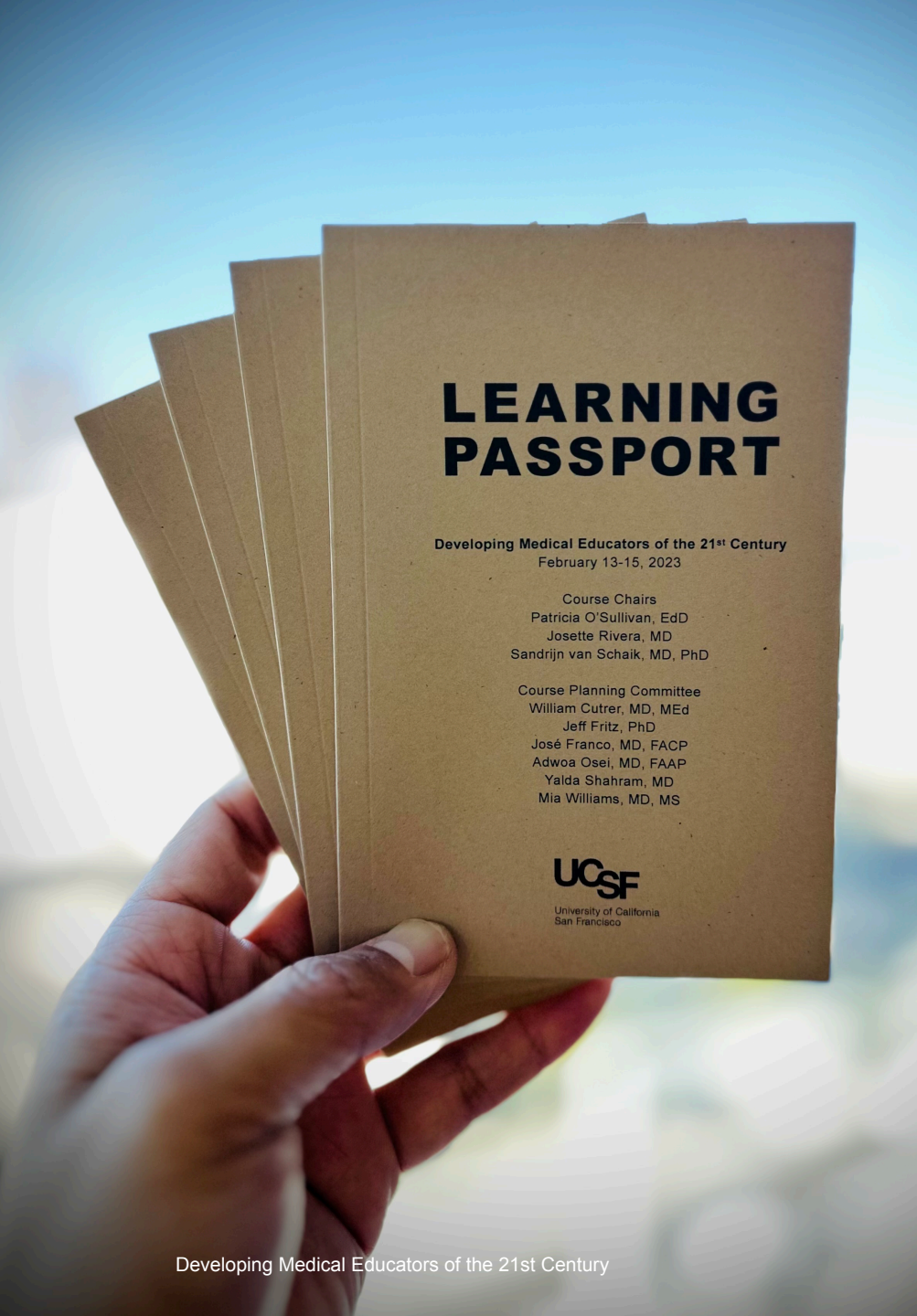
Throughout the course: reflect and write (learning passport)

Lunch: delve deeper into topic for take home plan

## 03

Wednesday: create an action plan with timeline and **priorities**





# Wrap-up

---

So many ideas

A great action plan

.....But how to get it actually done?



# THE EISENHOWER MATRIX

*How to Make  
Decisions on What's*  
**URGENT & IMPORTANT**



# Priority Matrix Exercise



<https://www.besapps.com/en/the-lab-blog/5-smart-ways-to-use-sticky-notes/>



<https://images.app.goo.gl/3uuooQFnTeQ8gdx48>



# Priority Matrix Exercise

- Create your to-do list for the next 2-3 weeks
- Make sure you incorporate things you want to do as a result of the course

**List 10-15 tasks that you hope/plan to accomplish over the next 2-3 weeks:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Priority Matrix Exercise

	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		

# Priority Matrix Exercise

## Reflection Questions:

Which quadrant did you place most of your tasks into? Why or why not?

Was this surprising? Why or why not?

Any patterns of locations for your tasks?

Any revelations about your upcoming tasks/work?

If you created a task list of only tasks related to follow-up items or thoughts from this conference, where would you place them within the matrix?

# Commitment

## Before you leave....

- Find someone you have connected with during the course on an idea that you want to bring back to your institution
- Make a commitment that you will work on the idea and check-in in 6-12 months

# And don't forget to do your evaluations!



- Will be send to you via email
- Needed for CME credit
- Helps us plan for..... Next year?