Feel Familiar?
Focus Areas

- Email
- Meetings
- Staff
- Managing Yourself
Email Management

• Control Your Flow
  – Unsubscribing
  – Too many CC’ed or FYI emails
    • Discuss with staff to update periodically or ONCE decision is made
  – Don’t reply with one word answers
    • NNTR
  – Know what’s better handled face-to-face or via phone
  – Be a good Email Role Model

• Clear it Out and Keep it Clean
  – Create “Old Inbox”
  – Choose handful of times/day to check
“Email handled well reduces meetings. And meetings handled well reduces emails.”

-David Allen, *Getting Things Done*
Meeting Management

- **Length**
  - 1 hour is best; no more than 90 minutes

- **Preparation**
  - Send handouts/slides PRIOR with Executive Summary
  - Set Expectations for attendees
Staff Management

• Delegate, Delegate, Delegate
  1. Is this the best use of my time right now?
  2. What’s the impact of this task?
  3. Am I the best person to perform this?

• “Dragon at the Gate”

• Operational Details Quicksand

• Regular Check-Ins
  – Agenda Items
  – Location
Managing Yourself

- Too Many Hours
- “Chunking” Tasks vs. Multi-Tasking
- Leave Room in Calendar for Unexpected Developments
- Tighten Up Your Personal Availability
About Us…

• History dating back to mid-1800s
• NYU Langone Hospital for Joint Diseases → NYU Langone Orthopedic Hospital

• 224 Faculty
• 70 Residents & 22 Fellows
• 42% of Surgical Volume at NYU
• $63M+ in Net Clinical Revenue
• 2017 USNWR Ranking: #8
References


THANK YOU