Time Management, Stress Management, and Burnout

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Assistant Dean for Educator Development
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Conflict of Interest

Charlene Dewey

….has **NO financial relationships** to disclose.
Goals

The purpose of the session is to provide a safe discussion on work-life balance as related to the professional health and wellness of scientists and the prevention and management of stress, burnout and impairment.
Objectives

Participants attending this session will be able to:

1. Identify stress triggers in their life, how their body responds to stress, and how stress impacts their behaviors.
2. List and describe time management activities that work.
3. Compare and contrast ways to manage energy and reduce risk for stress, burnout, and impairment.
4. Write a B-A-SMARTER goal/objective for managing either time, stress, or energy.
Agenda

1. Introduction
2. Wellness and stress
3. Time management that works
4. Managing energy
5. B-A-SMARTER goals and objectives
6. Summary
Ground Rules

Portfolio: Some now and some on your own
The Professional Health and Wellness Spectrum

Behaviors that Undermine a Culture of Safety
I am at my optimal health – mental, emotional, spiritual and physical health.

A. Strongly disagree  
B. Disagree  
C. Agree  
D. Strongly Agree  
E. No opinion
Stress

- What stresses you out?
- List stress triggers at home and work
- Measure your stress level

<table>
<thead>
<tr>
<th>Stress State</th>
<th>The Doctor Dewey Inst-O-Matic, Stress-O-Meter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anxious</td>
<td>Run Down</td>
</tr>
<tr>
<td>Engaged</td>
<td>Exhusted</td>
</tr>
<tr>
<td>Enthusiastic</td>
<td>Overwhelmed</td>
</tr>
<tr>
<td>Calm</td>
<td>Drained</td>
</tr>
<tr>
<td>Relaxed</td>
<td>Ready to cave</td>
</tr>
<tr>
<td>Stress free</td>
<td>Burnt out</td>
</tr>
</tbody>
</table>
Stress

Prolonged Stress

Declining Function
Reduced Cognition
Impairment

Situational Stress

Productive Stress

Stressed

Burnout / Impairment

Lasts Minutes
Lasts Hours-Days
Lasts Weeks-Months

Created by: Charlene M. Dewey, M.D., M.Ed., FACP & William H. Swiggart, M.S., L.P.C./MHSP – Vanderbilt’s Center for Professional Health© - All rights reserved. 2013

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Self-Regulation Exercise

• 1 minute
• Monitor and regulate breathing and heart rate
• Categories:
  – Foods in grocery store
  – Sports teams
  – Favorite book characters
  – Movie titles
  – Colors
  – Neurologic diseases
  – Other

Things in a grocery store...
1. Milk
2. Eggs
3. Bread
4. Carrots
5. Apples
6. A restroom
7. Check out station
8. Ice cream…
Time Management
Reflection/Question

I am very efficient with my time.

A. Strongly disagree
B. Disagree
C. Agree
D. Strongly Agree
E. No opinion
Time Management

1. Do it now
2. Organize it now
3. Do it routinely
4. Plan it now
5. Dealing with email
6. Follow-up and follow through
7. Do it right now
8. Do it now – from wherever you are
9. Be a do it now manager
10. Making meetings effective
11. Maintain it now


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Time Management

• What works?
• Changes:
  – Individual changes
  – Department changes
  – System changes
“It isn’t enough to be proficient and technically skilled to do your work; you have to understand the principles of work organization and the application of these principles to your job.”

~Kerry Gleeson, pg 173.
Managing Energy

1. Physical Energy
2. Emotional Energy
3. Spiritual Energy
4. Mental Energy

“Longer days at the office don’t work because time is a limited resource. But personal energy is renewable…By fostering deceptively simple rituals that help employees regularly replenish their energy, organizations build worker’s physical, emotional, and mental resilience.”

~Schwartz & McCarthy
Physical Energy

- Eating and sleeping well
- Physical activity
- Take breaks
- Identify your stressors
- Manage and reduce stress
  - Home stressors
  - Work stressors

Emotional Energy

- Fuel positive emotions & defuse negative emotions
  - Express appreciation to others
  - Tell a different story “Power of Positive Thinking”
  - Use a different lens: reverse, long and wide
- Have mentors, coaches, confidants
- Self-identify which method works best for you

Spiritual Energy

• Identify your “sweet spots”
  – What you enjoy the most?
  – What you do the best?
  – What is most important to you?
• Allocate time and energy to the positives
• Live your core values
• Engage in spiritual renewals

Mental Energy

• Reduce interruptions “switching times”
• Designate “sprint zones” 90-120 m
• Plan, prioritize, and accomplish
• Self-identify how you plan best
  – Showers, car drive in/out, exercising, etc.
  – Check lists or to do lists
  – Others help provide directions

Family

• Family – it is your crystal ball!!
• Every other ball bounces
• Family ball:
  – Delicate
  – Precious
  – Irreplaceable
  – Indispensable
  – Full of love
Dr D is a 46 yo female medical educator with 2 kids and spouse with significant travel/work schedule. She wears 5 hats on any given day and is involved in several community activities. Dr D is organized but finds emails distracting and is feeling stressed due to a grant and several submissions that are due in the next 6 weeks. She has cut down on sleep and exercise to meet the deadlines.

- What changes could we suggest to improve time management and energy?
Managing Energy

- Pair share
- Describe your ‘best practices’ for managing energy at work and home
- Switch
Reflection/Question

Which area of will you work on to manage your energy?

1. Physical
2. Mental
3. Emotional
4. Spiritual
Resources
<table>
<thead>
<tr>
<th>Abbrev.</th>
<th>Program</th>
<th>Focus</th>
<th>Contact</th>
<th>Number</th>
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<tbody>
<tr>
<td>FPWC</td>
<td>Faculty and Physician Wellness Committee</td>
<td>All issues of professional health</td>
<td>Charlene Dewey</td>
<td>x6-0678</td>
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<td>FPWP</td>
<td>Faculty and Physician Wellness Program – Work/Life Connections EAP</td>
<td>Treatment of faculty and employees</td>
<td>Mary Yarbrough</td>
<td>X6-1327</td>
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<tr>
<td>CPH</td>
<td>Center for Professional Health</td>
<td>Training physicians</td>
<td>Bill Swiggart</td>
<td>x6-0678</td>
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<tr>
<td>VCAP</td>
<td>Vanderbilt Comprehensive Assessment Program for Professionals</td>
<td>Fit for duty assessments and treatment</td>
<td>Reid Finlayson</td>
<td>X2-4567</td>
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<tr>
<td>CPPA</td>
<td>Center for Patient and Professional Advocacy</td>
<td>Identification and assistance</td>
<td>Bill Cooper</td>
<td>X3-4500</td>
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Other Resources

• State Physician’s Health Program or Federation of State Physician Health Programs at: http://www.fsphp.org/
• Private counseling & professional coaching services
• Treatment programs
• Substance use: (AA, NA, etc.)
• Suicide prevention hotline: 1-800-273-TALK
• Community-based programs: Massage envy, YMCA/YWCA, etc.
Reflection

Think of one activity you will do to:

– Reduce your stress
– Manage energy
– Build resiliency
– Promote your wellness
B-A-SMARTER

- Write a goal and objective that is measurable following the B-A-SMARTER format.
- Select an accountability partner (home or work)
- Reassess in 2 weeks
Summary

We completed the following:

1. Identified stress triggers and responses.
2. Identified time management measures that work.
3. Compared and contrasted the four sources of energy to reduce risk of burnout and impairment.
4. Wrote a B-A-SMARTER goal/objective.