TUESDAY, DECEMBER 12:
TIPS TO IMPROVE EFFICIENCIES IN YOUR PERSONAL AND PROFESSIONAL LIVES
Kate Gainer, PharmD
Executive Vice President and CEO
Iowa Pharmacy Association
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Sarah Ennis
Founder & President
SparkPoint, Inc.
TIPS TO IMPROVE EFFICIENCIES IN YOUR PERSONAL AND PROFESSIONAL LIVES
FIRST OF ALL, IT BEGINS WITH YOU
REACTIVE REASONS AND PROACTIVE REASONS FOR CHANGE
REASONS PEOPLE RESIST CHANGE

› Fear of failure
› Creatures of habit
› No obvious need
› Loss of control
› Concern about support system
› Closed mind
› Unwillingness to learn
› Fear that the new way may not be better
› Fear of the unknown
› Fear of personal impact
PERSONAL AND PROFESSIONAL EFFICIENCIES

› Look at your patterns
› Be real about your habits and time
› Improve relationships
› Experiment every week
COMMON THEMES IN COACHING EFFICIENCY

› Self-awareness
› Wellness and Balance
› Effectiveness and Growth
“KNOWING YOURSELF IS THE BEGINNING OF ALL WISDOM.”

ARISTOTLE
SELF-AWARENESS

› Preferences – energy, work habits, communication, etc
› Reality (gap); try to identify your blind spots
› Strengths/weaknesses
› Personal identity
› Changing narratives
DON’T UNDERESTIMATE THE BASICS
WELLNESS AND BALANCE

› Sleep!!
› Eat regularly and well (high energy/low carb snacks)
› Take breaks and move around – lack of movement equals lack of energy
› Work on focus – try to limit multi-tasking
› Give yourself downtime and “unplugged” time
› Consider meditation, yoga, breathing, etc
› Manage stress – physical, mental, emotional
› Develop a better relationship with boundaries
› Check your assumptions and self-talk about the day, yourself, others

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KNOWING AND DOING ARE TWO DIFFERENT THINGS
EFFECTIVENESS AND GROWTH - THEMES

› Processes
› Time and prioritization
› Communication and conflict
› Learn something
› Have fun
› Connect with and care for people (including yourself!)
EFFECTIVENESS AND GROWTH

› Delegate without abdicating
› Be a team player and know when to ask for and offer help
› Manage interruptions and time suckers
› Measure success by how much you get done, not how long you worked
› Ask more questions of yourself and others
› Relentlessly pursue understanding before solving
› Build your relationships
› Find an accountability buddy
› Learn to “conflict” better
EFFECTIVENESS AND GROWTH

› Create or improve processes - simplify something every week
› Identify and revisit priorities all of the time
› Try to think more systems-based than task-based
› Be a great starter and finisher
› Set and hold important boundaries
› Prioritize your day – time and level of priority
› Keep tabs on your progress – check in with yourself
› Know how you spend your time…actually
› Set self-imposed deadlines and break projects into chunks

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EFFECTIVENESS AND GROWTH

› Build empathy and humility
› Commit to learning; read something, learn something, do something new, build a new skill
› Celebrate successes – yours and others
› Don’t take yourself too seriously
› Have some fun
› Surround yourself with positive, solution-focused people
› Do things that give you mental and physical energy
YOU HAVE WAY MORE POWER OVER THE QUALITY OF YOUR LIFE THAN YOU THINK YOU DO
QUESTIONS
THANKS FOR ATTENDING!

JOIN US TUESDAY, JANUARY 9:

OPIOID GUARDIANSHIP

Questions? Contact David Schaaf at dschaaf@iarx.org or 515-270-0713