

You Are Not A Frog

Workbook, CPD & Reflection Log



Episode 74: Managing Your Time in a System Which Sucks with Dr Ed Pooley

You might often feel that a 24-hour day is not enough for all of the personal and professional tasks you need to accomplish. It is exhausting to feel defeated and find yourself going home at 10 PM when you should have been back by 7 PM. Do you find yourself asking how you ended up in this kind of situation? Exploring how you operate and what methods you use to get everything done is the first step to break the cycle.

In this episode, Dr Edward Pooley talks about how we can address difficulties in work efficiency and time management. Essentially, this is one of the biggest problems for professionals. Knowing and recognising your organisation's competing demands will undoubtedly help you save time for yourself. Completing this activity will allow you to reassess your process and how you can establish a better working environment. Additionally, you will be able to dig deeper into the issues around your productivity at work..

Podcast links

- Get your free [Virtual Fatigue Buster Toolkit](#) to beat virtual fatigue!
- You Are Not A Frog [Episode 69 - Make Time for What Matters with Liz O'Riordan](#)
- You Are Not A Frog [Episode 70 - How Safe Do You Feel at Work with Scott Chambers](#)
- [Ten-Minute Medicine](#)
- [Getting to Yes: Negotiating Agreement Without Giving In](#) by Roger Fisher, William Ury, and Bruce Patton
- [Managing Time in Medicine: Developing Efficient Consulting in Primary Care](#) by Dr Ed Pooley
- Connect with Ed: [Linkedin](#)
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QUOTE TO REMEMBER:

'That's the key thing about time management — it's recognising what is in your control and what you need to do about it. Even when that's uncomfortable.'

What You Will Learn from the Activity

Everyone has restrictions on their time (after all we only have 24 hours in each day!). You might feel extreme guilt and dread for not fulfilling your expected duties at work and even at home. However, reassessing your methods and strategies to accomplish your tasks is essential to do before you jump into your duties.

In this activity, you will learn how recognising the demands in your organisation and efficiently dealing with these problems will effectively diminish your working time. Moreover, you will appreciate creating boundaries that let you make time for your personal needs.

Finishing this short exercise will help you gain an insight into an alternative approach in breaking down your tasks and, most importantly, executing them. For instance, you will be able to practice dividing major tasks into smaller ones and choosing how to prioritise significant duties.

When you develop the habit of listing things, it is vital to consider the four elements of accomplishing tasks: task management, attention management, knowledge management and systems management. This method can increase your productivity by helping you understand how and why you need to execute your tasks.

Activity: Managing Your Tasks and Time

Before listening to this podcast, what are your ideas about time management? How do you work with your colleagues and organise and do your tasks? Share your methods below.

The next section asks you to briefly discuss what you have learned about external failure demand, internal failure demands and value demands. You will also identify and address the demands you can observe in your organisation.

A brief explanation of external failure demands:

Identify the external failure demands in your organisation. How can you help address these?

A brief explanation of internal failure demands:

Identify the internal failure demands in your organisation. How can you help address these?

A brief explanation of value demands:

Identify the value demands in your organisation. How can you help address these?

Why do you think it is beneficial to shift from siloed working to outcome-based working when addressing internal failure demand?

How can you apply this practice to your workplace? How will it benefit you, and what disadvantages might it have?

Ed says that you shouldn't automatically be doing something just because you're free. Recall an instance when you were free, and people thought you were available. How did you respond? How can you establish a boundary between being free and being available to work?

In mentioning the problem, you can effectively create a meaningful conversation. How do you think you can better communicate with your colleagues?

In this section, choose a major task you need to work on the week. Now, break this task into smaller and more specific tasks. Then answer the questions below.

Major Task	Specific Tasks

Task Management. Which tasks do you need to do immediately? Which can you put off for another time?

Attention Management. Which tasks do you think you can work on with your current headspace?

Knowledge Management. What knowledge do you need to acquire before doing these tasks? You can specify three (3).

- 1.
- 2.
- 3.

Systems Management. Where can you work on these tasks effectively? What kind of change in your system will benefit you?

After listening to the full episode, what are your key takeaways or learnings about time management?

CPD time claimed:

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