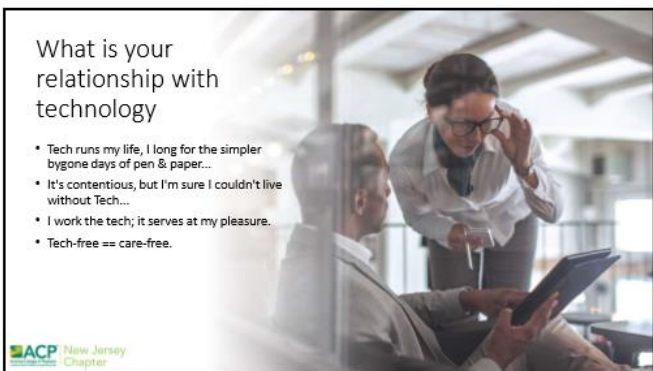




Tech Use & Physician Life
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Disclosures
 • No Speaker Disclosures
 • Neither the American College of Physicians nor the American College of Physicians, New Jersey chapter endorse any specific apps or companies that may be mentioned.



What is your relationship with technology
 • Tech runs my life, I long for the simpler bygone days of pen & paper...
 • It's contentious, but I'm sure I couldn't live without Tech...
 • I work the tech; it serves at my pleasure.
 • Tech-free == care-free.



Change the way we think about our tools & the places they have in our lives

Work

- Organization & workflow
- Email management strategies
- Leveraging technology for time management & productivity

Life

- Set boundaries
- Wellness
- Work-tech balance

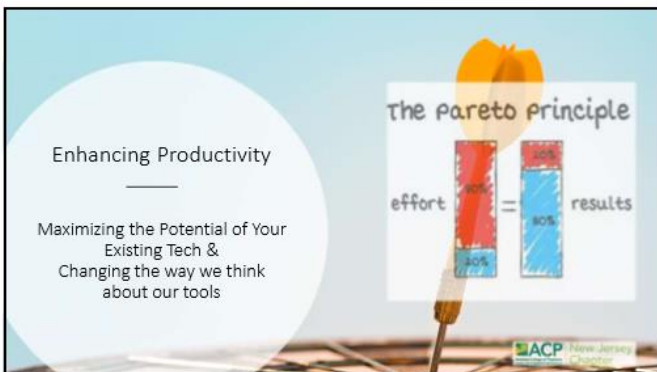
ACP New Jersey Chapter *Digital Minimalism – Cal Newport



Problems for Physicians: Fighting Unreasonable Expectations to Get Things Done

- Expectation of always being reachable (something we are trained into even before residency)
 - Instant Response Required
 - Odd hours
- Life & Death vs waiting until tomorrow
- Too busy to be on time/task
 - Other docs are too
- Lack of administrative support

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Enhancing Productivity

Maximizing the Potential of Your Existing Tech & Changing the way we think about our tools

The Pareto principle

effort $\frac{20\%}{80\%}$ = $\frac{80\%}{20\%}$ results

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- Forest Plants real trees with contributions from your focus time – Trees for the Future <https://www.forestapp.cc/>
- FocusMeter
- Toggl <https://toggl.com/>
- Boosted



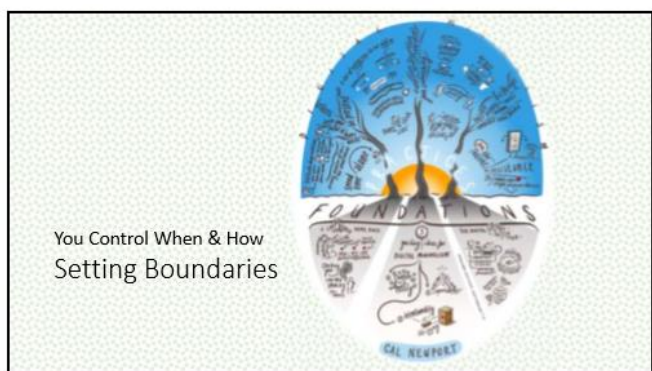
- <https://www.noisli.com/>
- <http://www.naturespace.org/>
- <https://ommwriter.com/description/>



- Store your ideas, Organize thoughts
- Cloud Storage
 - OneDrive
 - OneNote
 - EverNote
- Mind Mapping/ Brian Dump
 - GitMind
 - Coggle



- Work Calendar
 - Set up with Google/other Calendar. Share Permissions for ease of scheduling
- Email Optimization
 - “Find Time” / “Reply by Meeting”
 - Out of Office messages
 - “Snooze”
 - Filter / “Create Rule” / Sweep
 - Schedule Sending
 - UNSUBSCRIBE! Aggressively.
 - Add as Task on ToDo



- Digital Declutter, delete apps you never use / apps you do use but wish you didn't. **Clutter is costly.** This applies to both physical and digital clutter.
- Take a break! Find some activity to replace your tech with.
 - 5 min meditation / arts & crafts / garden / cooking?

Bonus: Merlin Bird ID. Picture This - Plant ID



- Host Meetings with Agendas
- Let people go early if it doesn't apply to their work
 - Value their time
- These apps are similar to pomodoro apps







- Nutritional
 - Lifesum
 - MyPlate
 - MyFitnessPal
- Exercise
 - 7-minute workout
 - 30-day fitness challenge
 - Body by Blogilates
 - Track Yoga, Glo
 - Pear Personal Coach
 - Netflix/Amazon/Youtube
 - Activity & Diet trackers
- Meditation
 - Calm
 - MyLife Meditation
 - Headspace
 - Atom
 - Smiling Mind – free

- Habit Trackers or Use the Pomodoro Timer
 - Habitica - Gamified
 - Way of Life, Loop
 - Routinery
 - Beeminder & Stickk— Pay for getting off track
 - Daylio – mood and habit tracker