



Family Medicine

Organizing our Work

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Discussion Questions

- How do you stay organized?
- What processes or systems do you use?
- What tools do you use?
- What is succeeding?
- What are the challenges?
- What would you like to change?
- How do you fit individual approaches into working as a team?

Productivity Themes from Large Research Group

Individual Productivity

- Staying Organized
 - Organizing Time
 - Organizing Tasks
- Staying Focused

Team Productivity

- Organizing Time
- Organizing Knowledge
- Communicating
- Collaborating

Individual Productivity Themes

- Staying Organized
 - Organizing Time
 - Organizing Tasks
- Staying Focused
- Use your calendar
- Block time for specific work
- Track how long work takes (so you know for next time)
- Know when to move on
- Take breaks

Individual Productivity Themes

- Staying Organized
 - Organizing Time
 - Organizing Tasks
- Staying Focused
- Break work into smaller tasks
- Try a task manager (Trello, Google Keep, To-doist Outlook, etc.)
- Do the most intellectual work when you're at your prime

Individual Productivity Themes

- Staying Organized
 - Organizing Time
 - Organizing Tasks
- Staying Focused
- Block out noise
 - Listen to white noise
 - Listen to music
- Limit distractions
 - Mute email notifications and set a time to check your email
 - Find a quiet place to work
 - Don't listen to music

Teams Productivity

- Organizing Time
- Organizing Knowledge
- Communicating
- Collaborating
- Shared Calendars
(Outlook, Google calendar)
- Doodle polls

Teams Productivity

- Organizing Time
- Organizing Knowledge
- Communicating
- Collaborating
- Keep meeting notes
- Keep a tidy and logical shared drive
- Log progress and decisions
- Document lessons learned for next time (or next person)

Teams Productivity

- Organizing Time
 - Organizing Knowledge
 - **Communicating**
 - Collaborating
- Keep a sense of humour
 - Keep each other informed about your
 - Tasks
 - Progress
 - Time with other projects
 - Time off
 - Descriptive emails (especially subjects)

Teams Productivity

- Organizing Time
 - Organizing Knowledge
 - Communicating
 - Collaborating
- Concise, regular meetings
 - Spaced apart enough to move actions forward
 - Google Docs to work concurrently
 - Consult experts outside your team

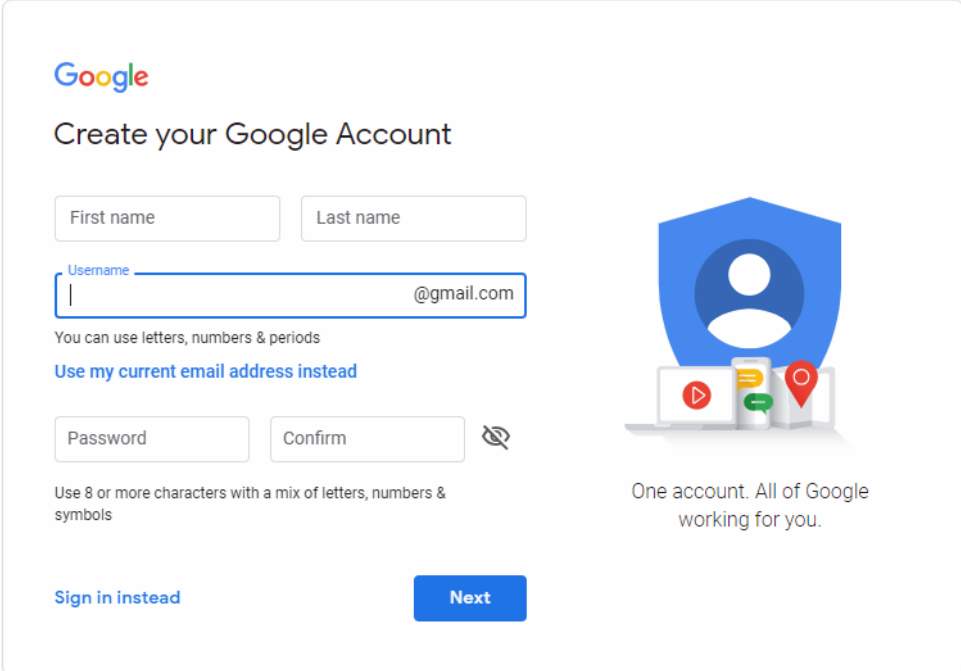


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Google

Create a DFM Google Account for Yourself

- Useful for collaborating on documents
- Keeps your personal account separate
- You can create an account with your existing email address



The screenshot shows the Google Account creation interface. At the top left is the Google logo, followed by the heading "Create your Google Account". Below this are input fields for "First name" and "Last name". A "Username" field is shown with a cursor and "@gmail.com" as a placeholder. A note states "You can use letters, numbers & periods" and a link "Use my current email address instead" is provided. Below are "Password" and "Confirm" fields, with a "Show/Hide" icon. A note specifies "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom left is a "Sign in instead" link, and at the bottom right is a blue "Next" button. On the right side of the form, there is a graphic of a blue shield with a person icon, and icons for YouTube, Gmail, and Maps. Below the graphic, the text reads "One account. All of Google working for you." At the bottom of the page, there is a language selector "Afrikaans" and links for "Help", "Privacy", and "Terms".

Google Services

- **Drive** – file storage
- **Docs** – word processor
- **Sheets** – spreadsheets
- **Forms** – fillable forms
- **Slides** – presentations



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Trello

The Shared Drive





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Templates

Communication and KT Templates

dfmresearch:\Communications\Templates

- Research Poster Templates
- Presentation Slides
- Letterhead
 - With and without “Brighter World”
 - base use on tone and content of the document
- Reports
- Research Enterprise (Word docs with branding)

Project Management Master

dfmresearch:\Training and Resources\Templates

	A	B	C	D	E	F	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ	CA	CB	CC	CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN		
1												December																						
2																																		
3				Hold until	Start Date	Due Date	26	27	28	29	30	03	04	05	06	07	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31		
4	Major Project Activity in column A				2018-01-02	2018-01-04																												
5	Higher-level tasks in column B			2018-01-09																														
6	Sub-tasks in column C																																	
7																																		
8	Leave a row space between major project activities for dividing line																																	
9																																		
10																																		
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