Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specialty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email (Required):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Learning Objectives: Participants will be able to:**

1. Identify the process needed to develop a writing project
2. Identify the process needed to author a book
3. Identify the processes and procedures needed to present to an academic press

Commitment to Excellence in Medical Education: Faculty Development Series

Sally Schmall, MSW, SPHR

Time Management

Date of Session: May 16, 2019

Please check the appropriate answer and follow instructions below to obtain CME credit.

|  |  |
| --- | --- |
| 1.       Data suggests that effectively scheduling ones time for specific tasks is a key driver for physician career satisfaction.  a.       True  b.      False  2.       Understanding the goals, needs, and personal characteristics we bring to our careers is critical for selecting strategies to maximize efficiency and focus.  a.       True  b.      False  3.       You should schedule the most important priorities you have for when you are “at your best” verses waiting until everything else is completed to turn your attention to your priorities.  a.       True  b.      False | 4.       The reality of multitasking is that it increases efficiency, productivity and accuracy.  a.       True  b.      False  5.       Managing workflow assumes a systematic approach to productivity that begins with collecting and organizing information.  a.       True  b.      False |

Did the educational content cover the described objectives:  Yes  No

What knowledge, competency or skill was learned from this material?

To receive CME Credit, you must obtain at least 60% (3/5). Please send your completed form to

Tori Buckley at [victoria.buckley@utoledo.edu](mailto:victoria.buckley@utoledo.edu) or by mail to 3000 Arlington Ave. Mail Stop #1063 Toledo, Oh 43614.

Your credit will be added to your CME transcript which you can obtain on the CME website: cme.utoledo.edu