MHIF FEATURED STUDY: XIENCE 90

DESCRIPTION: This study evaluates the safety of three months of dual antiplatelet therapy (DAPT) in subjects at a high risk of bleeding (HBR) undergoing PCI with a XIENCE stent. Subjects can be consented to XIENCE 90 up to three days after their PCI procedure (must be prior to discharge).

CRITERIA LIST/QUALIFICATIONS:

**Inclusion**
- Patients at a high risk of bleeding, defined by one of the following: greater than 75 years of age, clinical indication for at least six months of anticoagulation therapy, history of major bleeding, renal insufficiency (Creatinine > 2.0 mg/dl), anemia with Hgb < 11 g/dl

**Exclusion**
- Patients with implantation of another DES (other than XIENCE) within nine months prior to index procedure
- Subjects with known EF <30%.

ACTION: If you have a patient at high risk of bleeding and they are having a coronary angiogram, notify research or the Cath Lab.

- Sponsor: Abbott

**CONDITION:** Patients at high risk of bleeding who need coronary stents

**PI:** Nicholas Burke, MD

**RESEARCH CONTACT:**
- Amy McMeans
  - Amy.McMeans@allina.com
  - 612-863-3895

**SPONSOR:** Abbott

OPEN AND ENROLLING: Please Refer Patients!
Minneapolis Heart Institute Foundation® Cardiovascular Grand Rounds

Title: An approach to time management
Speaker(s): Emmanouil S. Brilakis, MD, PhD
Director, Center for Complex Coronary Artery Disease, Minneapolis Heart Institute® at Abbott Northwestern Hospital
Adjunct Professor of Medicine, University of Texas Southwestern Medical School

Date: November 26, 2018
Time: 7:00 – 8:00 AM
Location: ANW Education Building, Watson Room

OBJECTIVES
At the completion of this activity, the participants should be able to:
1. Determine how to best use time for achieving optimal results.
2. Evaluate potential time “wasters” and ideas on how to eliminate them.
3. Understand the basic concepts of “getting things done” methodology with special application in healthcare.

ACCREDITATION
Physician - Allina Health is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. Allina Health designates this live activity for a maximum of 1.0 AMA PRA Category 1 Credit(s)™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

Nurse - This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements for 1.0 hours of credit. However, the nurse is responsible for determining whether this activity meets the requirements for acceptable continuing education.

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The ACCME defines a commercial interest as “any entity” producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests - unless the provider of clinical service is owned, or controlled by, an ACCME-defined commercial interest.

Moderator(s)/Speaker(s)
Dr. Emmanouil Brilakis has disclosed the following relationships: Grant/Research Support (self): Boston Scientific, Siemens, Regeneron, and Osprey; Consultant (self): Amgen, Abbott Vascular, CSI; Speaker’s Bureau (self): Abbott Vascular, ACIST, CSI, GE Healthcare, Medtronic; Royalties (self): Elsevier; Honoraria (self): American Heart Association, Cardiovascular Innovations Foundation.
Planning Committee
Dr. Alex Campbell, Jake Cohen, Jane Fox, Dr. Mario Gössl, Dr. Kevin Harris, Dr. Kasia Hryniewicz, Rebecca Lindberg, Amy McMeans, Dr. Michael Miedema, Dr. JoEllyn Moore, Pamela Morley, Dr. Scott Sharkey, and Jolene Bell Makowesky have disclosed that they DO NOT have any real or apparent conflicts with any commercial interest as it relates to the planning of this activity/course. Dr. David Hurrell has disclosed the following relationship – Boston Scientific: Chair, Clinical Events Committee.

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We would like to thank the following company for exhibiting at our activity.

Janssen Pharmaceutical Companies of Johnson & Johnson

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If audited by a licensing board or submitting for license renewal or certification renewal, boards will ask you not the entity providing the education for specific information on each activity you are using for credit. You will need to demonstrate that you attended the activity with a copy of your certificate/evidence of attendance, a brochure/flier and/or the conference handout.

Each attendee at an activity is responsible for determining whether an activity meets their requirements for acceptable continuing education and should only claim those credits that he/she actually spent in the activity.

Maintaining these details are the responsibility of the individual.

PLEASE SAVE A COPY OF THIS FLIER AS YOUR CERTIFICATE OF ATTENDANCE.

Signature: __________________________________________________________________________

My signature verifies that I have attended the above stated number of hours of the CME activity.

Allina Health - Learning & Development - 2925 Chicago Ave - MR 10701 - Minneapolis MN 55407
An Approach to Time Management

Emmanouil S. Brilakis, MD, PhD
Minneapolis Heart Institute

Do it all?
Clinical
Scholarly
Sleep
Exercise

Educational
Personal-Family
Have fun

www.toggl.com
**Time: how much?**

7 days x 24 hours = 168 hours every week

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**Time: what do you do with it?**

<table>
<thead>
<tr>
<th>Daily</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sleep</td>
<td>7</td>
</tr>
<tr>
<td>Eat</td>
<td>2</td>
</tr>
<tr>
<td>Exercise</td>
<td>1</td>
</tr>
<tr>
<td>Commute</td>
<td>1</td>
</tr>
<tr>
<td>Work</td>
<td>9</td>
</tr>
<tr>
<td>Family weekdays</td>
<td>2</td>
</tr>
<tr>
<td>Family weekend</td>
<td>6</td>
</tr>
</tbody>
</table>

**Remaining**

Total | 144  | 24
The Problem is Severe

By some estimates, people waste about 2 hours per day.

Signs of time wasting:
- Messy desk and cluttered (or no) files
- Can’t find things
- Miss appointments, need to reschedule them late and/or unprepared for meetings
- Volunteer to do things other people should do
- Tired/unable to concentrate

Time management

From Wikipedia, the free encyclopedia

Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency or productivity. It is a juggling act of various demands of study, social life, employment, family, and personal interests and commitments with the finiteness of time. Using time effectively gives the person "choice" on spending/managing activities at their own time and expediency.\cite{1}
Plan ahead

Planning

From Wikipedia, the free encyclopedia

"Forethought" redirects here. For the defunct software company, see Forethought, Inc.

Planning is the process of thinking about the activities required to achieve a desired goal. It involves the creation and maintenance of a plan, such as psychological aspects that require conceptual skills. There are even a couple of tests to measure someone’s capability of planning well. As such, planning is a fundamental property of intelligent behavior.

Planning process

Patrick Montana and Bruce Charnov outline a three-step result-oriented process for planning:[7]

1. Choosing a destination
2. Evaluating alternative routes, and
3. Deciding the specific course of your plan.

Time management elements

1. Creating environment conducive to effectiveness
2. Setting of priorities
3. Carrying out activity around prioritization
4. Reduce time spend on non-priorities
5. Incentives to modify behavior to ensure compliance with time-related deadlines

PLANNING → DOING

Get more efficient
Do less
Time management

Bottom line

1. Get more efficient  
2. Do less
Part 1. Creating an effective environment

Creating an effective environment

Some time-management literature stresses tasks related to the creation of an environment conducive to "real" effectiveness. These strategies include principles such as:

- "get organized" - the triage of paperwork and of tasks
- "protecting one's time" by insulation, isolation and delegation
- "achievement through goal-management and through goal-focus" - motivational emphasis
- "recovering from bad time-habits" - recovery from underlying psychological problems, e.g. procrastination

Effective environment components

LISTS
1. Complete
2. Up to date

OFFICE
1. Fast computer
2. Fast internet
3. 2 screens
4. Headset
5. Speakerphone
6. Scanner
7. Notepads - pens
8. Filing system
9. Online access – backup files
10. No TV

YOURSELF
• Sleep
• Exercise
• Diet
• Meditation
• Discipline

Social Network
• Quality
• Quantity

Limit disruptions
• Self-inflicted
• By others
List management

Effective environment?
Cleaning up!

The zero inbox...
2 screens
(or a massive one!)

Speakerphone
Scanner

Pen and paper
File management

Environment: the self
**Yourself: Sleep**

Start day early...

**Yourself: exercise**
Yourself: diet

Is the “green turtle” green?

The name of the green sea turtle is derived from the reptile’s greenish-colored fat. Adult green turtles are herbivores, which means they eat only plants such as seagrasses and algae. This diet is thought to give them their greenish-colored fat, hence the name, the green turtle.

Social network

Family
Friends
Classmates
Work
Professional organizations
Discipline is the bridge between goals and accomplishments.

Jim Rohn

Limit interruptions

Text, e-mail, twitter, facebook...
Beware: interruptions are not always bad...
No TV x 21 years

“I can resist everything, except for temptation”
David Allen

Creating efficient environment: the result

1. Clear head
2. Clean environment
3. Tools “sharpened” and ready to use
4. Energized – rested
5. Connected, *but*…
6. Limited interruptions
7. Motivated – inspired!
**Part 2. Setting priorities**

<table>
<thead>
<tr>
<th>Contents [hide]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Creating an effective environment</td>
</tr>
<tr>
<td>2  Setting priorities and goals</td>
</tr>
<tr>
<td>2.1  ABC analysis</td>
</tr>
<tr>
<td>2.2  Pareto analysis</td>
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<td>2.3  The Eisenhower Method</td>
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<td>2.4  Domino reaction method</td>
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<td>2.5  POSEC method</td>
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<td>2.6  Implementation of goals</td>
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<tr>
<td>2.7  Task list organization</td>
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<td>2.8  Software applications</td>
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<td>2.9  Time management systems</td>
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<tr>
<td>2.9.1  GTD (Getting Things Done)</td>
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<td>2.9.2  Pomodoro</td>
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<tr>
<td>3  Elimination of non-priorities</td>
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<tr>
<td>3.1  Study time</td>
</tr>
</tbody>
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**Is money the goal?**

![Graph showing average income and happiness](source)

*Figure 8-1. Average Income and Happiness in the United States, 1957–2002*
Helping others

Giving is living

_Tuesdays with Morrie_

Live, love, learn, leave a legacy

_The 7 Habits of Highly Effective People_

_Stephen R. Covey_
The goal: “living funeral”?

A living funeral, also called a pre-funeral, is a funeral held for a living person. One of the more famous living funerals was that for Morrie Schwartz which was documented in both the book and film Tuesdays with Morrie and feature Detroit Free Press sports columnist Mitch Albom as one of the central characters. It may be important to the person’s psychological state and also that of the dying person’s family to attend the living funeral. It is also sometimes used as a time to read the will and explain the reasons behind some of the decisions contained within it.

The goal: happiness?

Eleanor Roosevelt:

Happiness is not a goal: it is a by-product
Maslow’s Hierarchy of needs

Covey – real human needs: to live, to love, to learn, to leave a legacy

Urgent vs. important

<table>
<thead>
<tr>
<th></th>
<th>Urgent</th>
<th>Non-Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important</td>
<td>• Crises</td>
<td>• Prevention</td>
</tr>
<tr>
<td></td>
<td>• Deadlines</td>
<td>• Relationship building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Recognizing new opportunities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Planning, recreation</td>
</tr>
<tr>
<td>Not</td>
<td>• Interruptions</td>
<td>• Trivia</td>
</tr>
<tr>
<td>important</td>
<td>• E-mail</td>
<td>• Some mail, some calls</td>
</tr>
<tr>
<td></td>
<td>• Some meetings</td>
<td>• Time wasters</td>
</tr>
</tbody>
</table>

Habit 2: “Begin with the end in mind”
Too much?

Cannot do it all!

Say no!
Brick walls are there for a reason: they let us prove how badly we want things

Randy Pausch: the last lecture

3. Carry out activity around priorities
1. Collect

Capture everything!
- Physical gathering
- Mental gathering
2. Clarify

MHIF CV Grand Rounds – Nov 26, 2018
Delegate more often

Barriers from You
1. Not Enough Time
2. Losing Control
3. Not Getting Credit
4. Losing Tasks You Enjoy
5. You Can Do it Better
6. Delegate Out of a Job
7. No Confidence in Team Members

Barriers from Your Team Members
1. Not Enough Time
2. Not Enough Experience
3. Fear of Failure
4. Not their Responsibility
5. Fear of Being a Scapegoat
6. Reactions from Other Team Members

3. Organize

CALENDAR + 4 KEY LISTS
# LISTS

1. Project list
2. Action list
3. Waiting for
4. One day maybe
5. Calendar

## 4. Review

### “Daily review”

- Calendar
- Action lists

- Get clear
  - Collect loose papers + materials
  - Get “in” to zero
  - Empty your head

- Get current
  - Review “Next actions”
  - Review previous calendar
  - Review upcoming calendar
  - Review “Waiting for” list
  - Review “Projects” list

- Get creative
  - Review “Someday maybe” list

### “The weekly review”

### “The bigger picture review”
5. Do

4 criteria for choosing actions in the moment
1. Context
2. Time available
3. Energy available
4. Priority

3 types of activities
1. Doing predefined work
2. Doing work as it shows up
3. Defining your work

6-level model for reviewing your own work
1. Horizon 5: Life
2. Horizon 4: Long-term vision
3. Horizon 3: One- to two-year goals
4. Horizon 2: Areas of focus and accountability
5. Horizon 1: Current projects
6. Ground: Current actions

Bottom up approach

If your day-to-day life is out of control, it’s almost impossible to think strategically or plan effectively.
David Allen
Do less  
(but do the right things…)

Elimination of non-priorities  [edit]

Time management also covers how to eliminate tasks that do not provide value to the individual or organization. According to Sandberg,[28] task lists "aren't the key to productivity [that] they're cracked up to be". He reports an estimated "30% of listers spend more time managing their lists than [they do] completing what's on them". Hendrickson asserts[29] that rigid adherence to task lists can create a "tyranny of the to-do list" that forces one to "waste time on unimportant activities".

Carrying out activities

1. Start with the big tasks!  
2. Start your day early  
3. Don’t check e-mail (or twitter!) until noon  
4. Small things done consistently matter! Habit  
5. Passion will not find you – try different things  
6. Write it down  
7. Perfect: the enemy of good  
8. 2 minute rule  
9. “The better you get the better you’d better get” (David Allen)
Conclusions

1. Time is finite
2. Time management:
   (a) Get more effective
   (b) Do less
3. Do what matters
4. Lifelong process
5. Teaching it: best way to learn it!

Key references

What to do

How to do it

Cleaning up!

BEFORE

AFTER