MHIF FEATURED STUDY: XIENCE 90

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

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OPEN AND ENROLLING: Please Refer Patients!

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

• 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%.
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

### 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>
<tr>
<td><strong>Remaining</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>144</strong></td>
</tr>
</tbody>
</table>
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

Randy Pausch: the last lecture

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.[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 [edit]

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
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.

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**Social network**

- Family
- Friends
- Classmates
- Work
- Professional organizations
Limit interruptions

Text, e-mail, twitter, facebook...
Beware: interruptions are not always bad...
“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

Contents

1 Creating an effective environment
2 Setting priorities and goals
   2.1 ABC analysis
   2.2 Pareto analysis
   2.3 The Eisenhower Method
   2.4 Domino reaction method
   2.5 POSEC method
   2.6 Implementation of goals
   2.7 Task list organization
   2.8 Software applications
   2.9 Time management systems
      2.9.1 GTD (Getting Things Done)
      2.9.2 Pomodoro
3 Elimination of non-priorities
   3.1 Study time

Is money the goal?

![Graph showing the relationship between average income and percent of people who are very happy in the United States, 1957-2002.](Image)

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

Source: Myers
Helping others

Giving is living
_Tuesdays with Morrie_

Live, love, learn, leave a legacy

_The 7 Habits of Highly Effective People_
Stephen R. Covey

To Leave a Legacy: Spiritual
To Learn: Mental
To Love: Emotional
To Live: Physical

The Four Human Dimensions
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 featured 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

Maslow's Hierarchy of Needs

- Self-actualization
  -  \[\text{morality, creativity, spontaneity, problem solving, lack of prejudice, acceptance of facts}\]
- Esteem
  -  \[\text{self-esteem, competence, achievement, respect of others, respect by others}\]
- Love/belonging
  -  \[\text{friendship, family, sexual intimacy}\]
- Safety
  -  \[\text{security of body, employment, resources, morality, the family, health, property}\]
- Physiological
  -  \[\text{breathing, food, water, sex, sleep, homeostasis, excretion}\]

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>
</table>
| Important | • Crises
            • Deadlines       | • Prevention
                        • Relationship building
                        • Recognizing new opportunities
                        • Planning, recreation |
| Not       | • Interruptions
            • E-mail
            • Some meetings | • Trivia
                        • Some mail, some calls
                        • Time wasters |

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
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

**“The weekly review”**
- 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 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

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!