

# Time Management Strategies for Residents

Visit one or more of the following links to explore topics focused on setting goals, short-term and long-term planning, scheduling time, setting priorities, minimizing time wasters, and managing procrastination.

- [Do More With The Time You Have: 13 Management Tips For Harried Residents](#). This article by Bethanee Schlosser, MD, PhD, overviews tips to help you know which tasks must and should be done to better manage your time.
- [Residency Survival Guide: Time Management](#). This resource, developed by the members of the Society of Obstetricians and Gynecologists of Canada Junior Members Committee, offers tips on time management (begin on page 5).
- [Time Management](#). For those of you who prefer to learn with videos, this website, developed by the Academic Success Center at Oregon State University, offers strategies for time management, setting goals, long-term planning, scheduling time, setting priorities, and managing procrastination in print and video formats. Also, included you will find links to handouts, worksheets, and additional techniques. While this website content is not specific to medical students or residents, the content and additional tools are worth revisiting and repurposing for application in any setting.
- [A Guide for Time Management](#). This comprehensive website, developed by the University of Guelph, offers a variety of strategies and resources for evaluating your need for structure, planning your time, staying on track, and controlling procrastination. The website is easy to navigate and, while developed for undergraduates, offers strategies for a variety of topics that can be implemented in any context.
- [Time Management](#). This website, developed by MindTools, offers links to resources on over 60 skills focused on helping you work more effectively, while utilizing time more efficiently to meet your goals. See also [10 Common Time Management Mistakes](#).
- For a list of technology tools to manage time or increase productivity, visit one or both of these web sites:
  - [Helpful Apps and Websites](#)
  - [Top 15 Time Management Apps and Tools](#)
  - [10 Awesome Productivity Apps to Help Manage Your Hectic Life](#)
- [A Preliminary Exploration of Time Management Strategies used by Physicians in the United States](#). This article, by Kleshinski, Dunn, and Kleshinski (2010), identifies and discusses strategies used by physicians and provides practical ideas how medical professionals can circumvent time limitations. For a summary of strategies utilized, see Table 2, p. 51.
- [A Practical Approach to Time Management for Physicians](#). This article by Gordon and Borkan (2014), overviews techniques focused on setting short and long-term goals, setting priorities among competing responsibilities, planning and organizing activities, and minimizing “time wasters.” See also suggestions for finding “hidden time.”