Professional Organization from a Coordinator’s Perspective

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2018/2019 Vascular Surgery Residents & Fellows

PGY 1
- David Lazowsky, MD
- Marc Seeligson, MD

PGY 2
- J. Will Piery, MD

PGY 3
- Cassandra Beck, DO
- Sean Meenberge, MD

PGY 4
- Keith Glover, MD

PGY 5
- Jocelyn Swash, MD
- Jared Roonic, MD

Research
- Andrew Smith, MD

PGY 6
- Abdul Alzahayen, MD
- Nathan Droz, MD
- Sengho Lim, MD
- Aymen Ahmed, MD
- Vishnu Ambur, MD
- Clint Prolaci, MD

PGY 7
1. Know your role!

• Learn about your responsibilities
• Understand your academic year timeline
• Use GME as a resource
2. Prioritize Tasks

• Don’t work too far ahead…or too far behind!
• Identify urgent vs. important
• Be flexible – our priorities will constantly change
3. Utilize your electronic calendar!
4. To do List

- Electronic calendar task list
- Smart phone reminders
- On paper
5. Shared Drive

- Shared drive for ALL your documents
  - Easily accessible to PD/APDs
- Most efficient way to stay organized
  - Once it is set up with various folders

Everything you need is just a click away!
5 Tips to stay on your organizational A-Game

1. Know your role
2. Prioritize Tasks
3. Utilize your Electronic Calendar
4. To-do List
5. Shared Drive
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