

**Tools for Efficiency – Time Management CoDE**

1. **Co**ntrol – working and planning ahead
   1. Actively manage schedules
   2. Protect time
   3. Schedule time to work on things
   4. Timelines
2. **D**elegation – Do things only you can do or that you want to do
   1. Delegate anything anyone else can do
   2. Does it give you joy? Delegate or keep?
3. **E**fficiency – eliminate distractions
   1. Use support systems
   2. Email folders
   3. Reminders
   4. When does something need to be good vs great
   5. Be organized
   6. Team meetings

Efficiency Tips:

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*www.afmaonline.org*

11400 Tomahawk Creek Parkway

Leawood, KS 66211-2672

*President*

**Pamela MacMillan**

307-777-7911

pmac@uwyo.edu

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**Hannah Ponder, BA, C-TAGME**

hponder@yumaregional.org

*Immediate Past President/Strategic*

*Planning/Nominating/Bylaws Chair*

**Summer Jamison, BS, MEd, C-TAGME**

sdjamison@uams.edu

Co-*Treasurers*

**Michelle Olivieri, BBA, C-TAGME**

molivie@glfhc.org

**Gina Silvey, C-TAGME**

silveyg@health.missouri.edu

*Education-Residency Administrative Development*

*(RAD) Workshop / Residency Leadership*

*Summit (RLS) Program Planning Co-Chairs*

**Melissa Keller, MS, MBA, C-TAGME**

melissa.kelle2r@prismahealth.org

**Emmalyn Dyer**

emmalyn.dyer@nghs.com

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***Annette Sheets, C-TAGME***

*sheetsam@upmc.edu*

***Rebecca Webb***

*rebecca.webb@adventhealth.com*

*Mentoring Committee Co-Chairs*

**Michelle Olivieri, BBA, C-TAGME**

molivie@glfhc.org

**Diane Borgwardt, C-TAGME**

diane.borgwardt@providence.org

*Information Exchange-Website Co-Chairs*

*Secretary\**

**Deborah Egger, AAS, C-TAGME\***

egger.deborah@mayo.edu

**Shontay Patterson, MS, MHA**

shontay.patterson@okstate.edu

*Information Exchange-Media Chair*

**Gina Silvey, C-TAGME**

silveyg@health.missouri.edu

*Fundraising & Marketing Committee Co-Chairs*

**Lisa-Ann Roura, BS, C-TAGME**

lisaann.roura@providence.org

**Faye DeBard, MSHA, C-TAGME**

faye.debard@providence.org

*Executive Secretary*

**Cristin Estes**

800-274-2237, ext. 6356

cestes@aafp.org

*Physician Advisors*

**Diana Heiman, MD**

**Jennifer Knowles, MD**

**Hobart Lee, MD**

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