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**Digital Spring Cleaning**

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# Two Types of Spring Cleaning



HOMESCHOOL PROJECT:  
Match The Lids



EVERYTHING IS CANCELLED.

You want to know what's not cancelled?

Laundry.

Laundry is NEVER cancelled.

**Mom is working in this room**  
The **ONLY** acceptable reasons to interrupt mom today (4/21/20) are:

- You're dying.
- Someone else is dying.
- The dog pooped in the house.
- There's a whiskey/margarita/taco/ice cream truck driving by.
- Some super scary person is ringing the doorbell.
- There's a fire. You're on fire. Everything is on fire.
- The cast of Magic Mike is about to do a performance in the front yard.
- You puked or truly think you might puke.
- Someone broke a bone in the bounce house or on the swing.
- There's a rabid squirrel in the house and it's shredding up our toilet paper supply.
- A meteorite or other space junk has crashed through the roof... and it's raining.
- There's a hurricane, cyclone or tornado.

END OF LIST



# Give Yourself a Break

- Do what you can do
- Tiny Tasks: Chunk tasks into 15, 20 or 30 minute increments
- Focus on the important things
- [HBR Article](#): *Perfectionism will slow you down in a crisis*

# Common Charging Spot

- ▼ Tech charging for everyone
- ▼ Use alarm clocks for wake up
- ▼ Tech center for labeled cords
- ▼ Attractive boxes in easy to access spot



# Papers and Mail

- ▼ Command Center
- ▼ Filing system for important papers (digital and paper)
- ▼ Daily triage, weekly administrative time
- ▼ Shredding
- ▼ Regular back-ups for computers and phones



# App Clean Up

- ▼ Delete the apps that you haven't used in six months to a year
- ▼ Stop notifications you don't want
- ▼ Battery check
  - ▼ Apps running in the background
  - ▼ Apps with locations turned on that don't need unless you're using it



# Services and Subscriptions

- ▼ Check your subscriptions
  - ▼ Emails, newsletters, magazines, etc.
  - ▼ What can you cancel?
  - ▼ What do you want to renew or change?
  - ▼ You can cancel some now even if the deadline is a few months away
- ▼ Any services you want to sign up for or cancel?



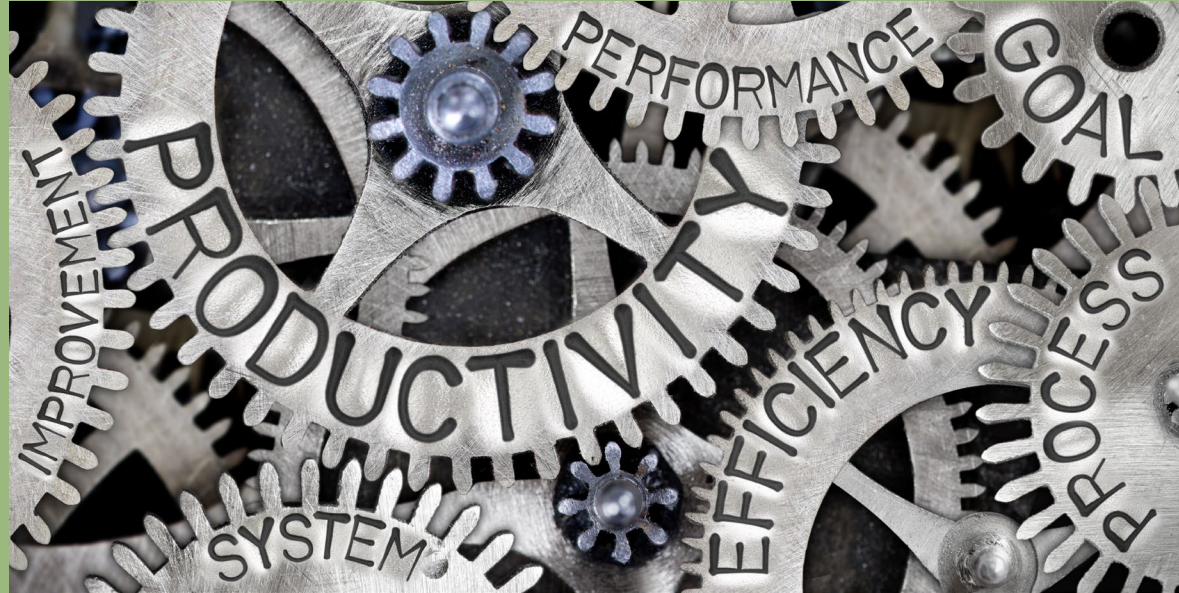


# The Weekly Family Meeting

- ▼ Family calendar
- ▼ Family responsibilities
- ▼ Standard Operating Procedures
- ▼ Family fun
- ▼ Even if you're single or a couple without kids



# Outlook Mail Options



- ▼ File – Options - Mail:
  - ▼ Turn off email alerts
  - ▼ Turn on/off spelling before sending
  - ▼ Create or modify your signature
  - ▼ Turn on/off read receipts and delivery receipts

# Outlook Options

- ▼ Files – Options – Calendar:
  - ▼ Set up your standard work hours for the calendar
- ▼ Files – Options – People:
  - ▼ Set default for first and last name order
- ▼ Files – Options – Tasks:
  - ▼ Set reminders on tasks with due dates
  - ▼ Set color for overdue and completed tasks

# When you open your inbox.....

- ▼ First, delete the emails you know you don't want.
- ▼ Second, scan your emails and determine which one is the most important to open.
- ▼ Your choices with emails:
  - ▼ Act
  - ▼ Delete
  - ▼ File
  - ▼ Gather more information
  - ▼ Cool down before answering

*If this email was a  
piece of paper,  
would you keep it?*

# Clean Up Your Inbox

- ▼ Sort by name or size
- ▼ Hit a letter to skip to different letters of the alphabet in the inbox
- ▼ Spend 15 minutes each day on a different letter.
  - ▼ In a month, your inbox is leaner and cleaner
- ▼ Detach your attachments and delete emails
- ▼ Choices when cleaning: Delete or file
  - ▼ File: Put in folder, add to contacts



# Clean Up Your Inbox

- ▼ Rules: Use to move, delete, forward or reply to emails
- ▼ Right click on email – Rules – Create Rule
- ▼ Click on Rules at the top of the screen
- ▼ If you apply a new rule to your inbox, it may take a while for it to completely run



# Email Tricks

- ▼ Resend email you've sent before: Actions - Resend
- ▼ Send email later: Options – Delay Delivery
  - ▼ Can also set an “expire” date
- ▼ Options - Voting buttons for simple requests
- ▼ Options - Direct Replies to another person
- ▼ Message – Signature
  - ▼ Can set up multiple signatures depending on the situation



# Filing Your Emails

## ▼ To file or not to file?

- ▼ Depends on the volume of emails
- ▼ Does it take a long time for your email to load?
- ▼ Inbox will be new email and action items
- ▼ Is it important? Is it useful? Are there any rules about how long you need to keep it?

## ▼ Create folders

- ▼ Subject
- ▼ Today, This Week, This Month/Quarter, FYI
- ▼ Rename, delete or move folders as needed
- ▼ Outlook file names should be the same as your paper and digital files at your desk



# Email management tips

- ▼ Eliminate anything from your signature that becomes an attachment on a mobile device
- ▼ For grand round type events, send calendar attachments instead of calendar invitations to avoid calendar phantoms
- ▼ Use good subject lines
  - ▼ FYI, Action Needed, etc.
- ▼ Use BCC to send group emails
  - ▼ Eliminates the Reply All Madness
  - ▼ Don't have to scroll through names to get to the message
- ▼ Use Read Receipt judiciously



# Organizing Electronic Files

- ▼ Create an outline of your filing system
- ▼ Use broad categories (don't overthink it)
- ▼ Use sub-folders for more specific topics
- ▼ Create the folders on your server and then drop files in
- ▼ ***What's in a name?***
  - ▼ Use dates or "version A" on work in progress
  - ▼ What do YOU call it?
  - ▼ Use keywords for searching
  - ▼ It's okay to rename a document or photo



# Organizing Electronic Files

## ▼ Broad categories:

### ▼ **Travel**

- ▼ AAMC 2012
- ▼ AAMC 2011

### ▼ **Presentations**

- ▼ Grand rounds 2011
- ▼ Leukemia talk

### ▼ **Administration**

- ▼ CV
- ▼ Staff Meeting

### ▼ **Manuscripts**

- ▼ Writing in Progress
- ▼ Completed Manuscripts
- ▼ Book Chapter

