Paperwork, Sticky Notes ... Oh my! 
Sanity & Organization in Clinical Research

SCORE Toolbox Series
February 13, 2014


Stuff that keeps you up at night?

- What did I forget?
- What’s coming up next?
- How can I keep from feeling overwhelmed?
  - Not enough hours in the day?
- No good deed goes Unpunished!
Organization can help....

**Time**
- Calendars
- **Outlook**!
- To Do Lists
- Prioritize tasks

**Materials**
- Inventory Sheets
- Contact info
- Binders
- Spreadsheets
- Copies of everything

But it must make sense to YOU!
Necessary but not sufficient...
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Common causes of workplace stress

- Fear of being laid off ....when grant ends?
- More overtime / staff cutbacks
- Pressure to perform to meet rising expectations but with no increase in job satisfaction
- Pressure to work at optimum levels—all the time!
Other causes?

- Procrastination vs. Deadlines?
- Unclear expectations?
- Lack of training?
- Working in isolation?

Conditions supporting the individual’s experience of *autonomy, competence, and relatedness* can help!
Tips for Staying Sane in Clinical Research

0 Hold onto a positive outlook
0 Make choices about break times during the workday
0 Cultivate relationships with colleagues in other disciplines
0 Keep the “people” part in mind.
More tips for sane work habits

- Accepting responsibility is not the same as taking a guilt trip.

- While executing the plan for any task, get into the habit of thinking about an alternate Plan B (and C).

- Take ownership of your work, and do your best on every part of it.

- Share what you have learned with colleagues.

Last but not least....

Express gratitude to those who have helped you do your job!

Thank you!!