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

**SCORE Toolbox Series**

February 13, 2014

1: Gramling R, Norton S, **Ladwig S**, Winters P, Metzger M, Quill T, Alexander S. Latent classes of prognosis conversations in palliative care: a mixed-methods study. *J Palliat Med*. 2013 Jun;16(6):653-60.



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# 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 !**



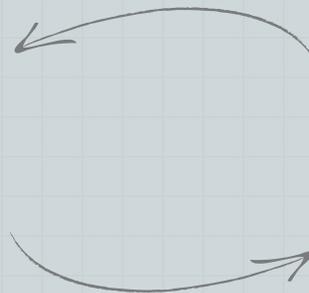
# Organization can help....

## *Time*

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

## *Materials*

- o Inventory Sheets
- o Contact info
- o Binders
- o Spreadsheets
- o Copies of everything



**But it must make sense to YOU!**

# Necessary but not sufficient...



Necessary but not sufficient...



# 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

- Hold onto a positive outlook
- Make choices about break times during the workday
- Cultivate relationships with colleagues in other disciplines
- **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.

From: **Clinical Research Manual: Practical Tools and Templates for Managing Clinical Research** By Ruth Jennifer Cavalieri, Mark E. Rupp, Sigma Theta Tau 2013.

# Last but not least....

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



Thank you!!

