

**The Leadership Development for Women Working Group**  
*presents*

**Control your “To Do” list, don’t let it control you.**

**Zoom Webinar**

**Program Description**

COVID-19 has added new stressors both professionally and personally. But somehow, those additional “To Do’s” have not come with extra hours in the day. This hour-long interactive webinar will introduce a “tried and true” method for prioritizing, triaging, delegating and eliminating items on your To Do list, so that you can get out of firefighting/burnout mode and spend your time more effectively.

You will be encouraged to share To Do items that have been challenging. By discussing different approaches to address these items, you and your fellow participants should be able to learn new strategies to help make your personal and professional lives more manageable.

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**Objectives and Intended Outcomes**

By the end of the webinar, you will be able to:

- Generate the Eisenhower Matrix to help manage your work
- Be realistic in prioritizing items to get out of firefighting/burnout mode
- Learn where you should focus your energy
- Identify how you can delegate
- Decide what can be eliminated
- Identify what you would like to explore further in a future session



**Facilitator - Mary Y. Lee, MD, MS, MACP**

Dr. Lee is an internist who has had many leadership roles at Tufts University. From 1994-2006, she was the first Dean for Educational Affairs at Tufts Medical School where she initiated major curriculum reform in ambulatory training, standardized patients, integration of technology, evaluation, community service learning, and faculty development when these were in their infancy nationally. Serving as Tufts University’s Associate Provost from 2001-2014, Dr. Lee developed training for academic leadership, and oversaw numerous academic units across Tufts’ nine schools. She has run countless faculty development workshops and retreats nationally and internationally for organizations and universities, including on negotiation skills, leadership and mentorship. Dr. Lee remains on the Boards of Tufts Medical Center and School, and continues national accreditation and strategic planning consulting, as well as faculty development and mentorship of rising women physician leaders.