Can Office 365 make your (professional) life easier?

Jonathan Berry, MD

Jason Freed, MD

Our Premise

- Our institution, BILH, rolled out Office 365, but we received no training on the many features it has that can improve our workflows.

- We recognized that this same process has occurred in other institutions.

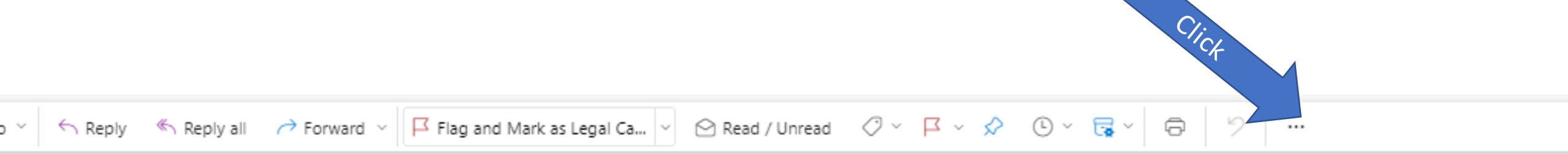
- Objective: Create a session focused on 13 “micro-skills” that can improve efficiency of practice and coordination among research/clinical teams.

Disclaimers

Notes

Outlook Calendar

Scheduling Strategy #1: Responding as a meeting invite



Meeting

OL

O'Loughlin, Lauren (BIDMC - Medicine Administration)
To: Freed, Jason A (HMFP - Hematology and Hematologic Malignancies)

Reply Reply all Forward

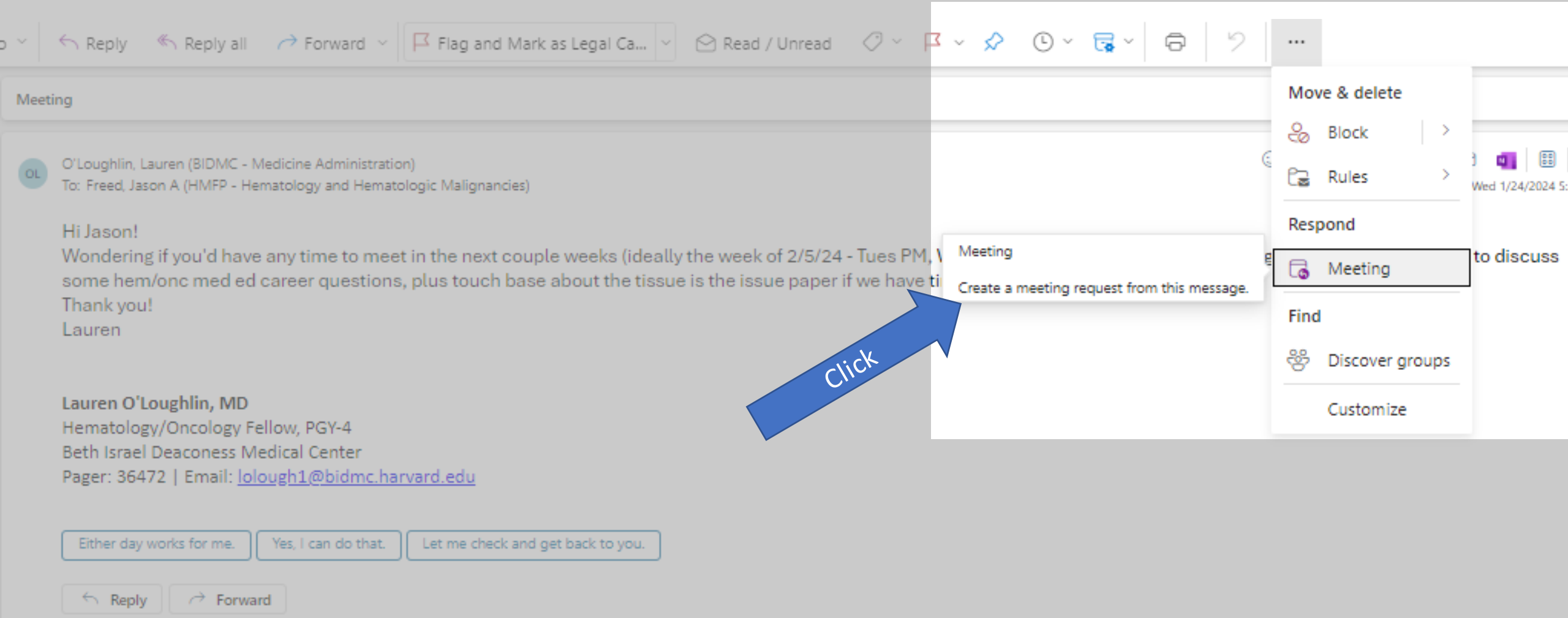
Wed 1/24/2024 5:

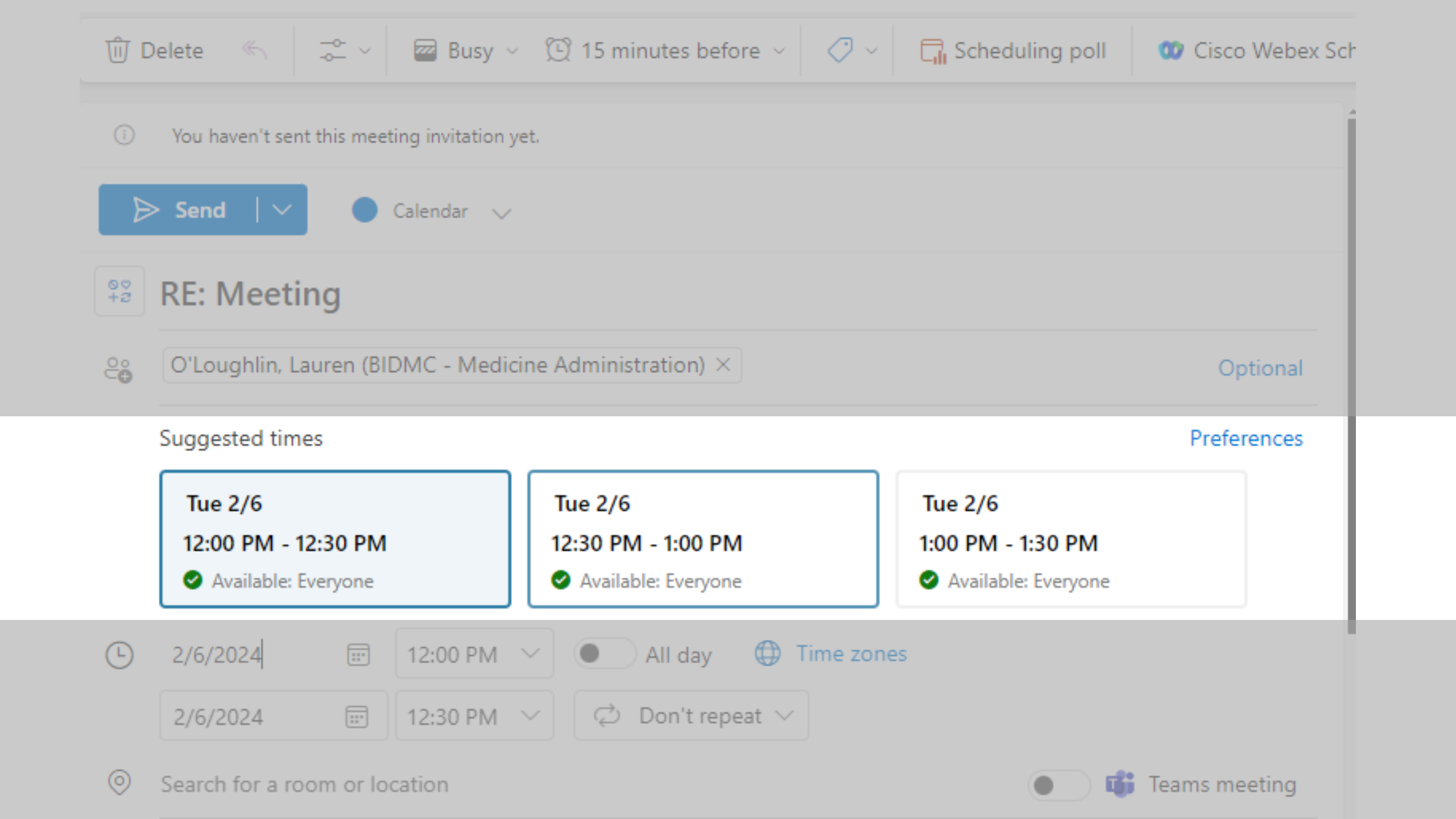
Hi Jason!
Wondering if you'd have any time to meet in the next couple weeks (ideally the week of 2/5/24 - Tues PM, Weds AM, Thurs PM (but can move things around to be flexible)) to discuss some hem/onc med ed career questions, plus touch base about the tissue is the issue paper if we have time?
Thank you!
Lauren

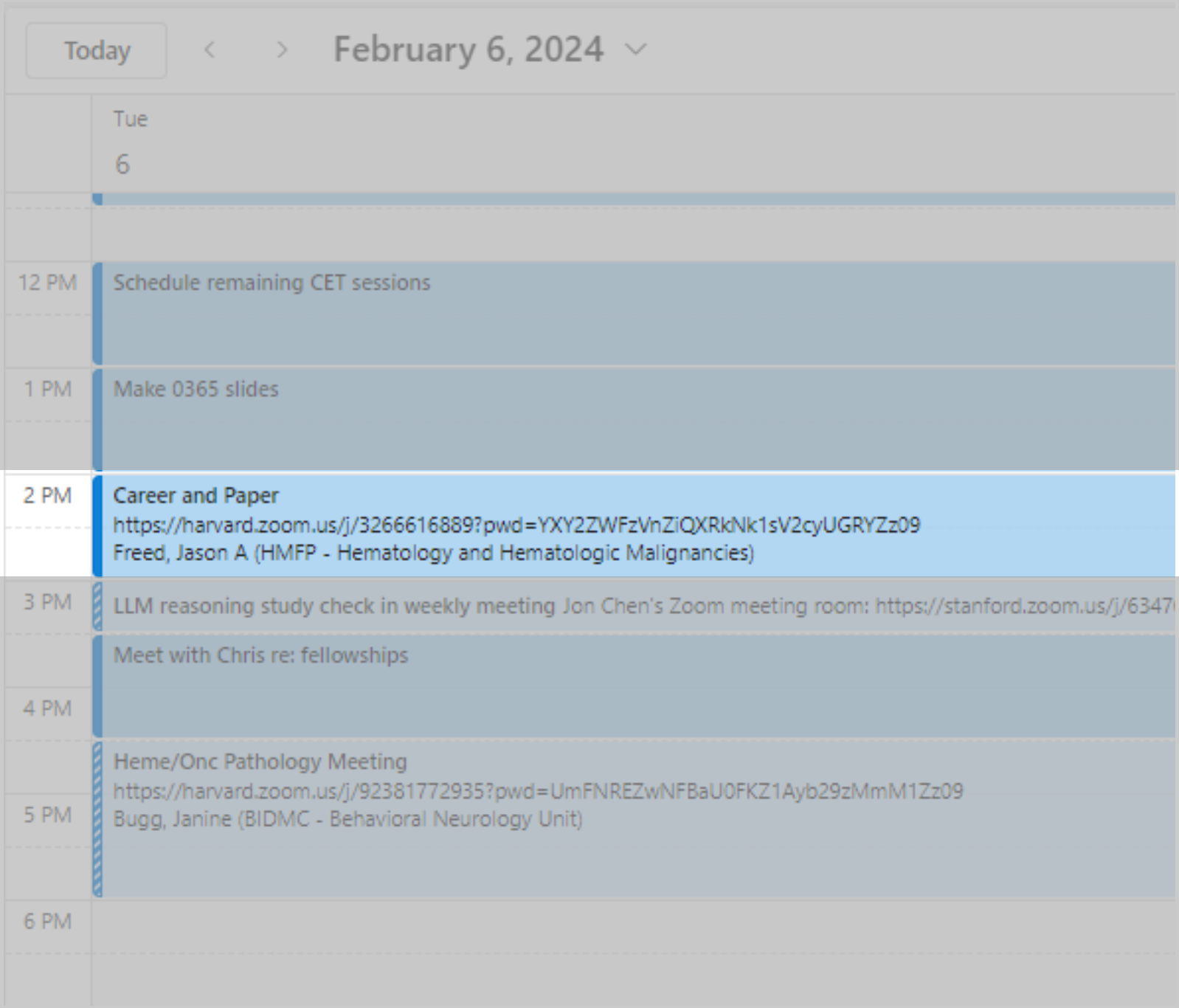
Lauren O'Loughlin, MD
Hematology/Oncology Fellow, PGY-4
Beth Israel Deaconess Medical Center
Pager: 36472 | Email: lolough1@bidmc.harvard.edu

Either day works for me. | Yes, I can do that. | Let me check and get back to you.

Reply Forward


Reply
Reply all
Forward
Flag and Mark as Legal Ca...
Read / Unread
Meeting
O'Loughlin, Lauren (BIDMC - Medicine Administration)
To: Freed, Jason A (HMFP - Hematology and Hematologic Malignancies)
Hi Jason!
Wondering if you'd have any time to meet in the next couple weeks (ideally the week of 2/5/24 - Tues PM,
some hem/onc med ed career questions, plus touch base about the tissue is the issue paper if we have ti
Thank you!
Lauren
Lauren O'Loughlin, MD
Hematology/Oncology Fellow, PGY-4
Beth Israel Deaconess Medical Center
Pager: 36472 | Email: loloughl@bidmc.harvard.edu
Either day works for me.
Yes, I can do that.
Let me check and get back to you.
Reply
Forward
Move & delete
Block
Rules
Respond
Meeting
Find
Discover groups
Customize
Meeting
Create a meeting request from this message.
Click
to discuss


Delete
Busy
15 minutes before
Scheduling poll
Cisco Webex Sch
You haven't sent this meeting invitation yet.
Send
Calendar
RE: Meeting
O'Loughlin, Lauren (BIDMC - Medicine Administration)
Optional
Suggested times
Preferences
Tue 2/6
12:00 PM - 12:30 PM
Available: Everyone
Tue 2/6
12:30 PM - 1:00 PM
Available: Everyone
Tue 2/6
1:00 PM - 1:30 PM
Available: Everyone
2/6/2024
12:00 PM
All day
Time zones
2/6/2024
12:30 PM
Don't repeat
Search for a room or location
Teams meeting

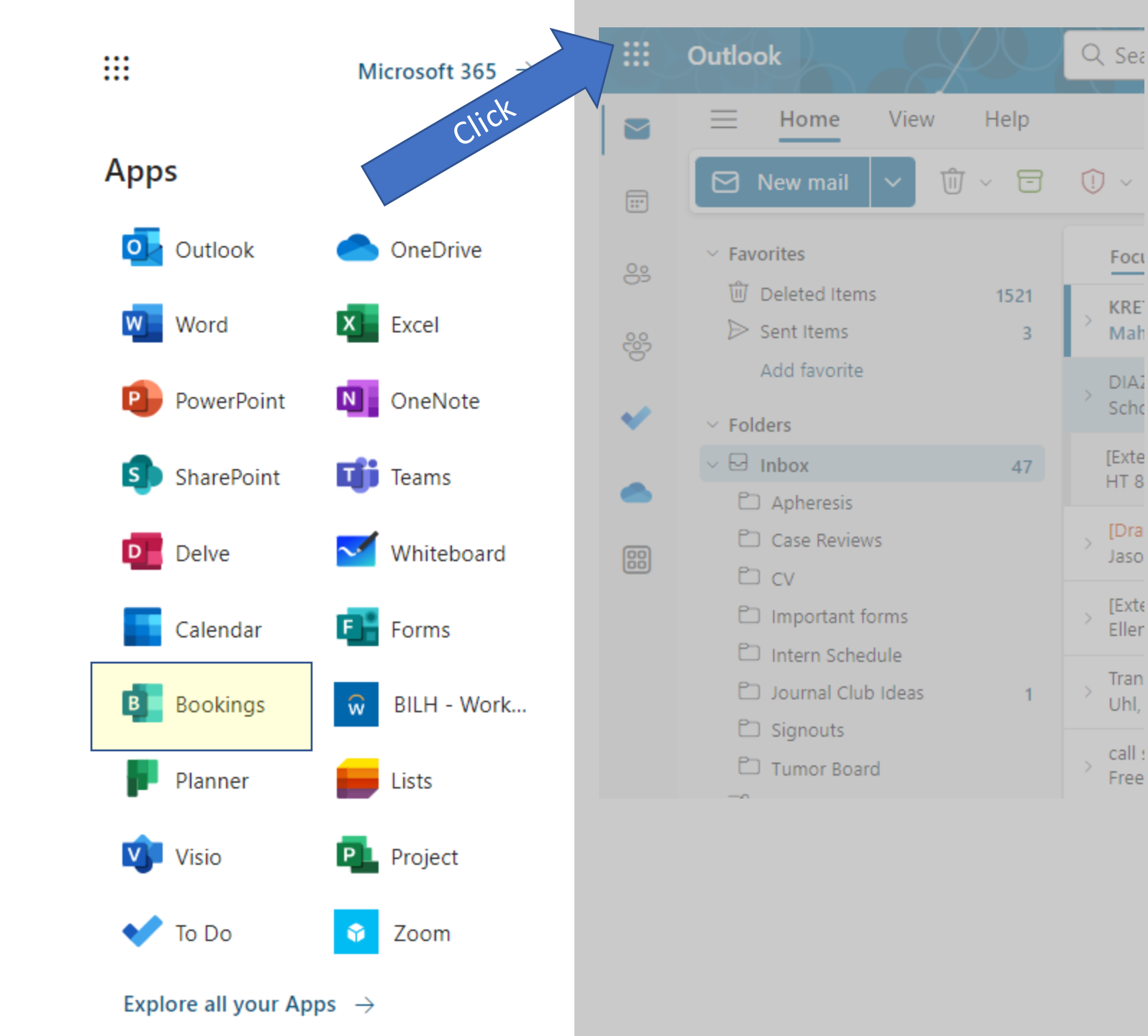

Today
February 6, 2024
Tue
6
12 PM
Schedule remaining CET sessions
1 PM
Make 0365 slides
2 PM
Career and Paper
https://harvard.zoom.us/j/3266616889?pwd=YXY2ZWFzVnZiQXRkNk1sV2cyUGRYZz09
Freed, Jason A (HMFP - Hematology and Hematologic Malignancies)
3 PM
LLM reasoning study check in weekly meeting Jon Chen's Zoom meeting room: https://stanford.zoom.us/j/6347
Meet with Chris re: fellowships
4 PM
Heme/Onc Pathology Meeting
https://harvard.zoom.us/j/92381772935?pwd=UmFNREZwNFBaU0FKZ1Ayb29zMmM1Zz09
5 PM
Bugg, Janine (BIDMC - Behavioral Neurology Unit)
6 PM

Scheduling Strategy #1: Responding as a meeting invite

Best Use: One person asking to meet with you and they offered times

…or they keep their outlook calendar updated

Scheduling Strategy #2: Bookings


Microsoft 365
Click
Apps
Outlook
OneDrive
Word
Excel
PowerPoint
OneNote
SharePoint
Teams
Delve
Whiteboard
Calendar
Forms
Bookings
BILH - Work...
Planner
Lists
Visio
Project
To Do
Zoom
Explore all your Apps
Outlook
Home
View
Help
New mail
Favorites
Deleted Items 1521
Sent Items 3
Add favorite
Folders
Inbox 47
Apheresis
Case Reviews
CV
Important forms
Intern Schedule
Journal Club Ideas 1
Signouts
Tumor Board

Freed, Jason A (HMFP - Hematology and Hematologic Malignancies)

Booking page

Share

Public These will appear on your booking page

Office hours

1 HR

Office hours

Share | Delete | Save

Schedule customization

Use my regular meeting hours

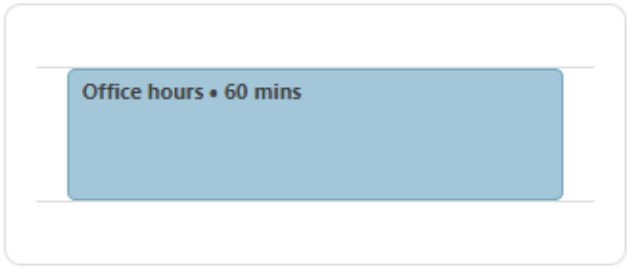
See regular meeting hours

Hide advanced options

Buffer time before meeting: 0 mins

Buffer time after meeting: 0 mins

Limit start time to: 30-min intervals



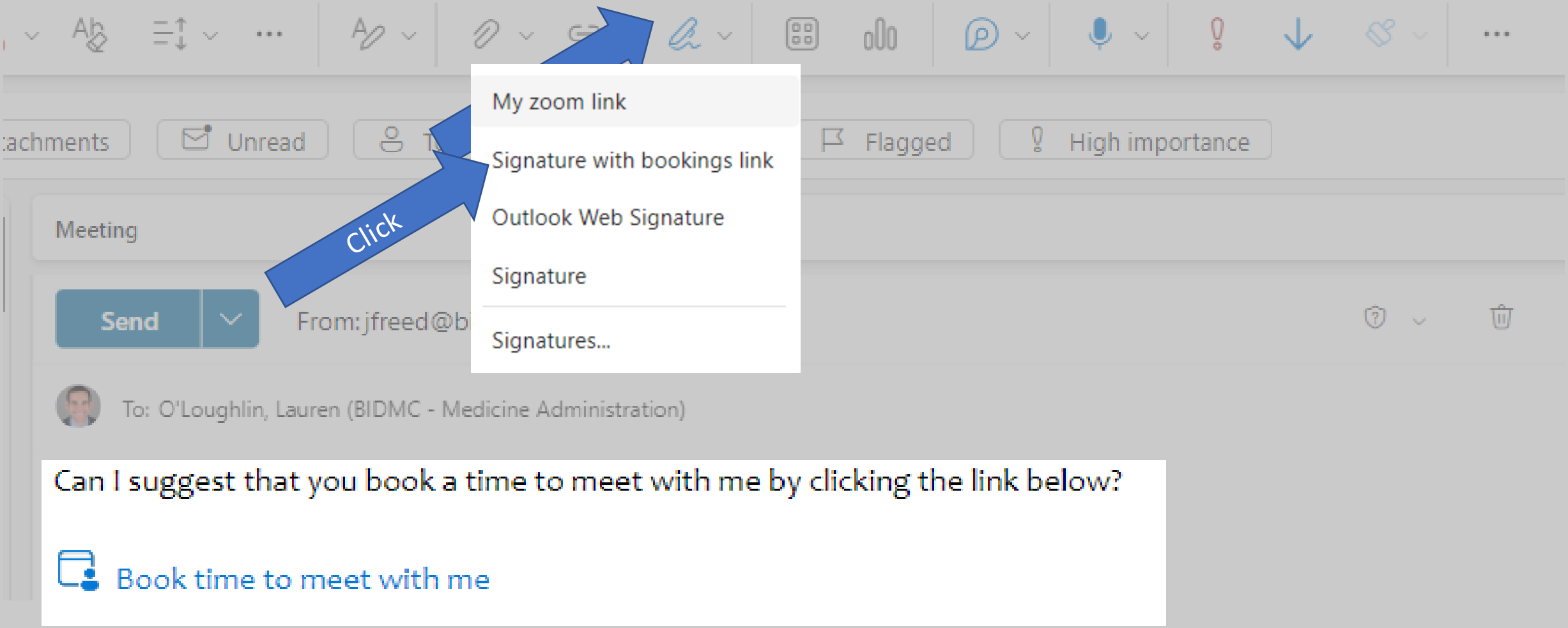
Minimum lead time: 8 hrs

Maximum lead time: Custom 365 days

Email reminders

Send reminder emails to the person booking time with you before the appointment.

Add an email reminder


My zoom link
Signature with bookings link
Outlook Web Signature
Signature
Signatures...
Click
Unread
Flagged
High importance
Meeting
Send
From: jfreed@bi
To: O'Loughlin, Lauren (BIDMC - Medicine Administration)
Can I suggest that you book a time to meet with me by clicking the link below?
Book time to meet with me

Today

January 25, 2024

Thu

25

12 PM

Benign Hematology Journal Club
Join Zoom Meeting
Bugg, Janine (BIDMC - Hematology Oncology Unit)

1 PM

Protocol Validation: Clinical Content Office Hours
Microsoft Teams Meeting
Treska, Karen M.

2 PM

Mackay, Zoe (BIDMC - Medicine Administration) - Office hours
Deaconess 305
Freed, Jason A (HMFP - Hematology and Hematologic Malignancies)

3 PM

Canceled: New 23-24 Residency Leadership Meeting
https://us06web.zoom.us/j/81777041425?pwd=Uk8vUlJENytaQ045RXIzOC8zVGo0Zz09
Colman, Ruth (BIDMC - Medicine Administration)

4 PM

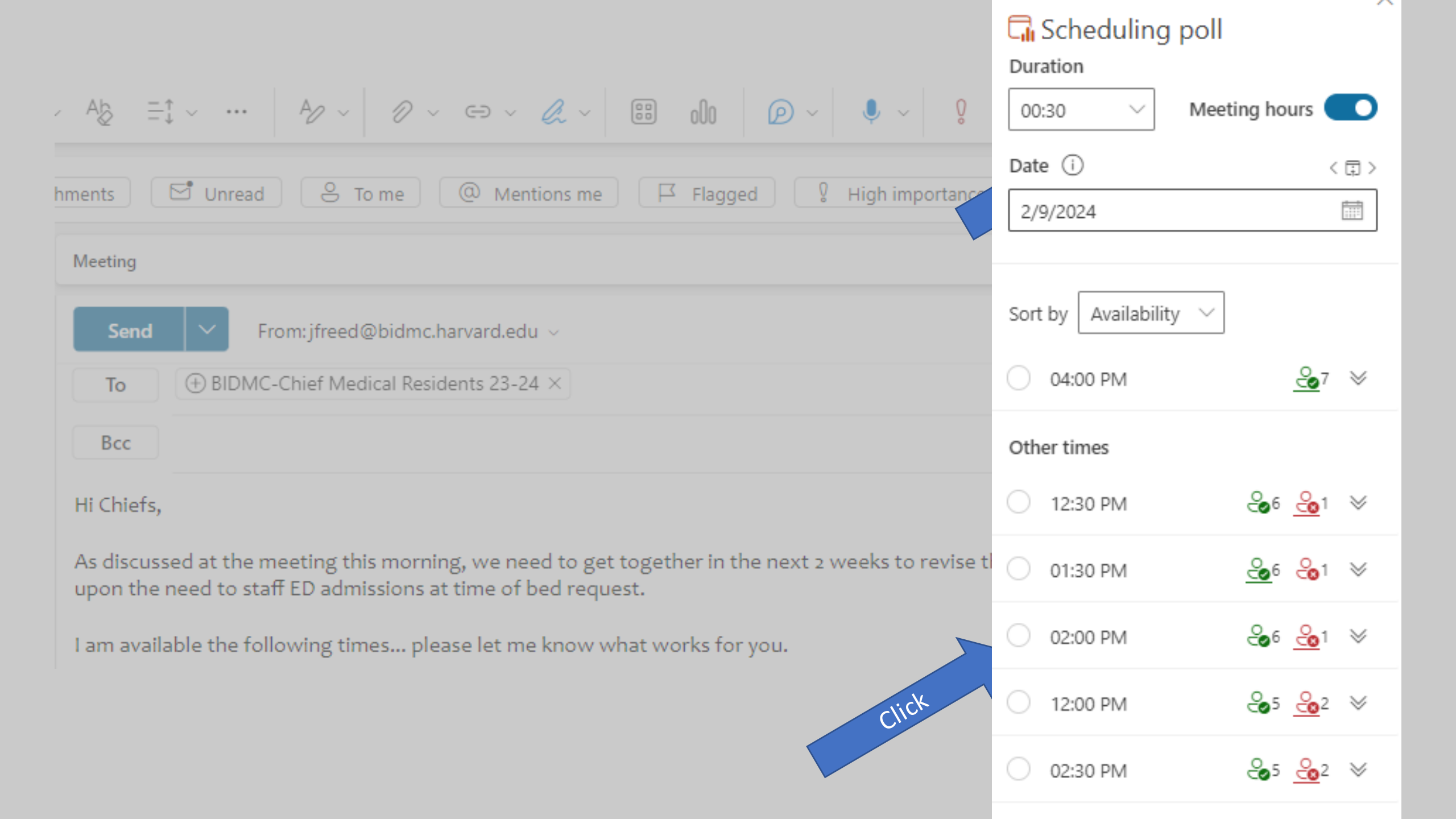
5 PM

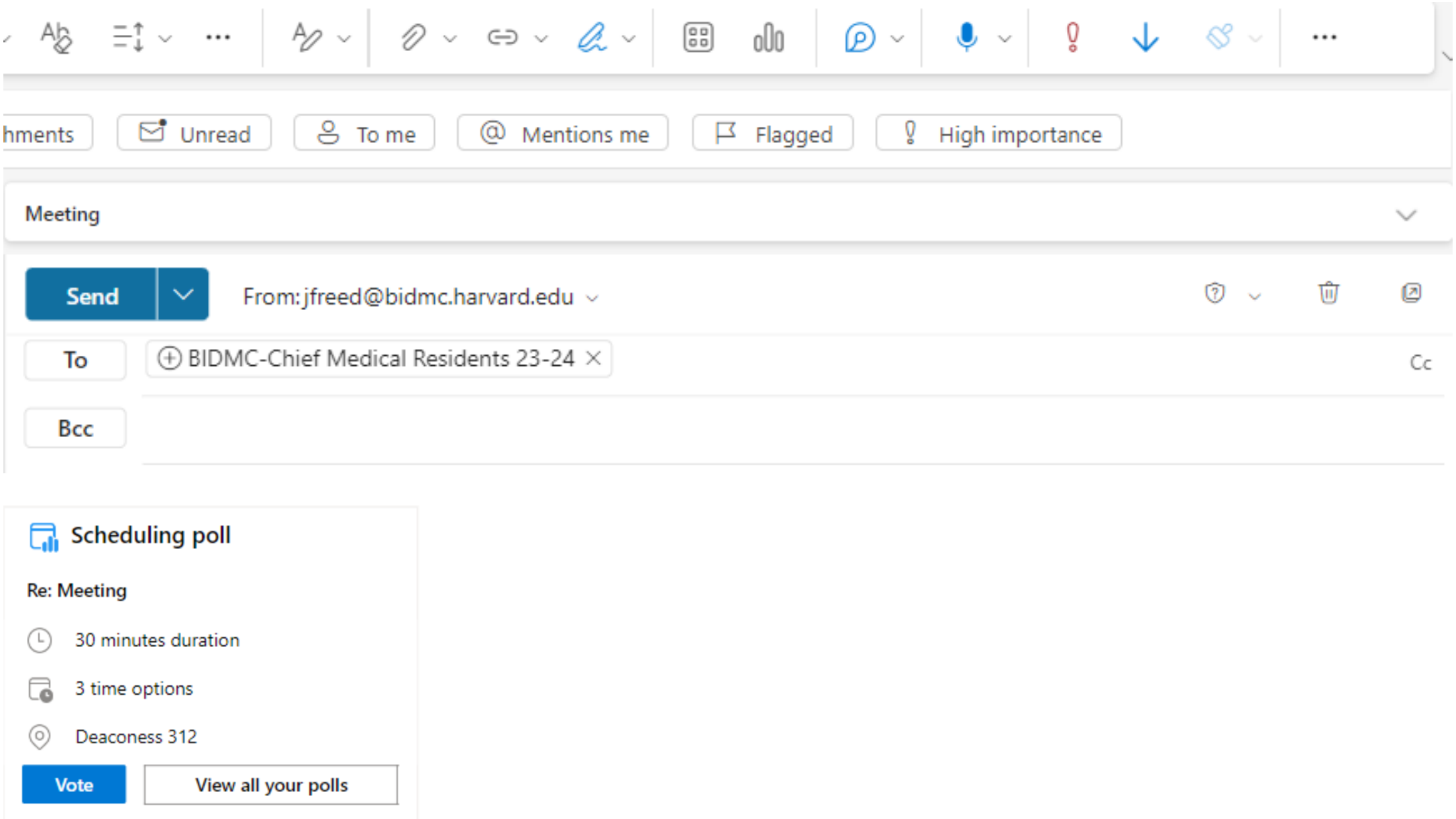
Scheduling Strategy #2: Bookings

Best Use: Multiple 1:1 meetings with different people

Meeting is automatically put on both of your calendars and you get an FYI email that someone booked with you (can turn off)

Scheduling Strategy #3: Scheduling Poll


Scheduling poll
Duration
00:30
Meeting hours
Date
2/9/2024
Sort by
Availability
04:00 PM
7
Other times
12:30 PM
6
1
01:30 PM
6
1
02:00 PM
6
1
12:00 PM
5
2
02:30 PM
5
2
Click
Unread
To me
Mentions me
Flagged
Meeting
Send
From: jfreed@bidmc.harvard.edu
To
BIDMC-Chief Medical Residents 23-24
Bcc
Hi Chiefs,
As discussed at the meeting this morning, we need to get together in the next 2 weeks to revise t
upon the need to staff ED admissions at time of bed request.
I am available the following times... please let me know what works for you.

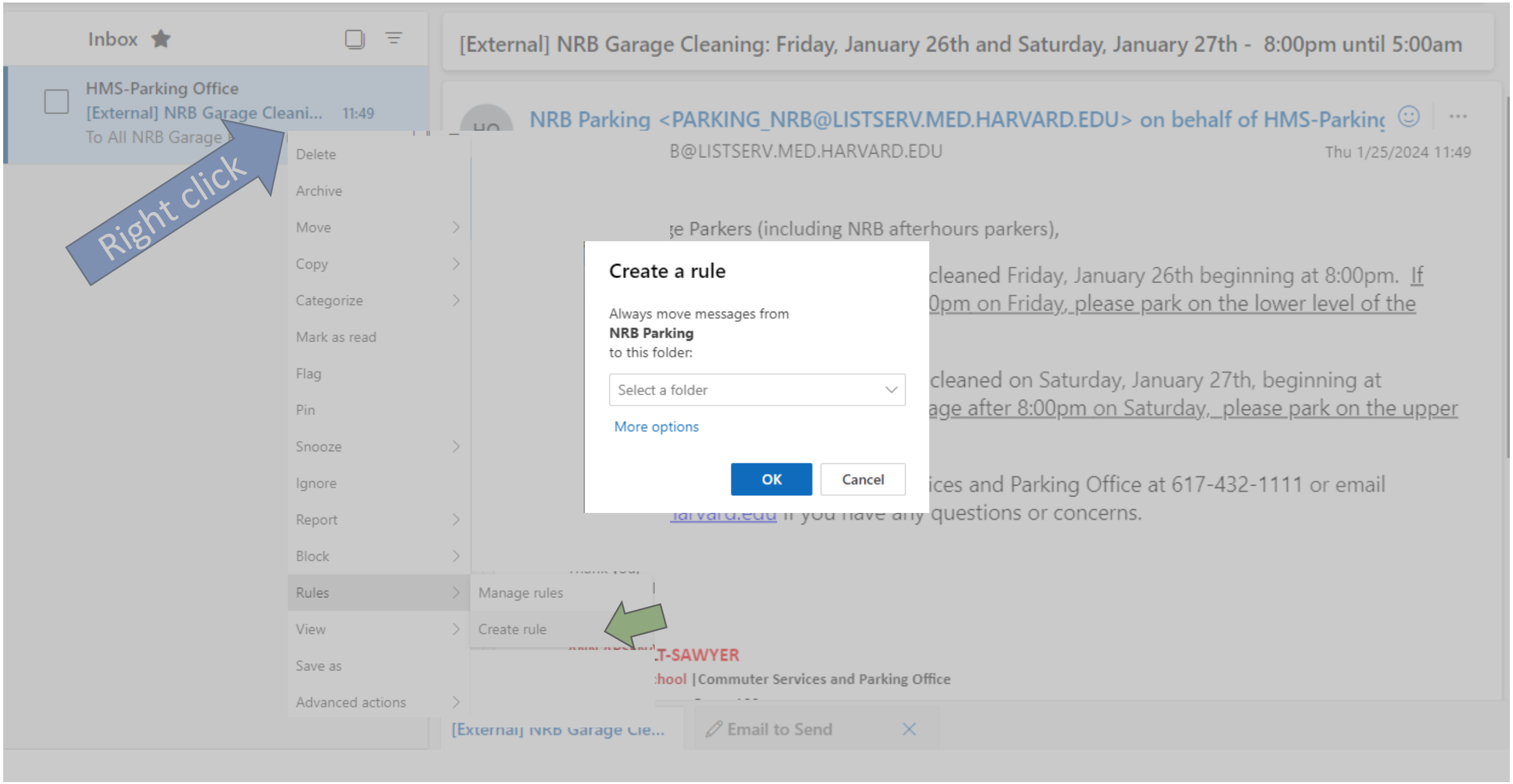

hments
Unread
To me
Mentions me
Flagged
High importance
Meeting
Send
From: jfreed@bidmc.harvard.edu
To
BIDMC-Chief Medical Residents 23-24
Cc
Bcc
Scheduling poll
Re: Meeting
30 minutes duration
3 time options
Deaconess 312
Vote
View all your polls

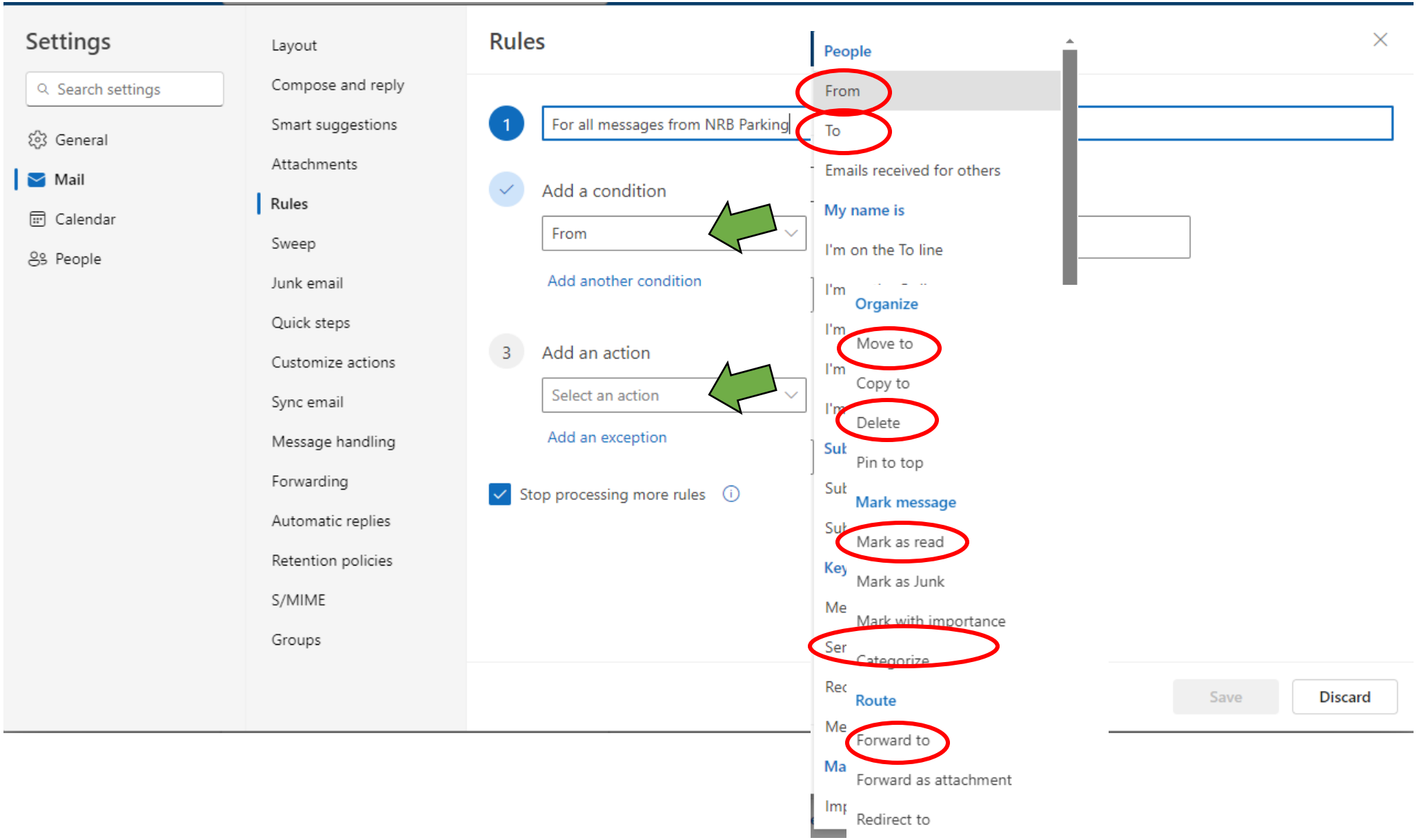
Scheduling Strategy #3: Scheduling Poll

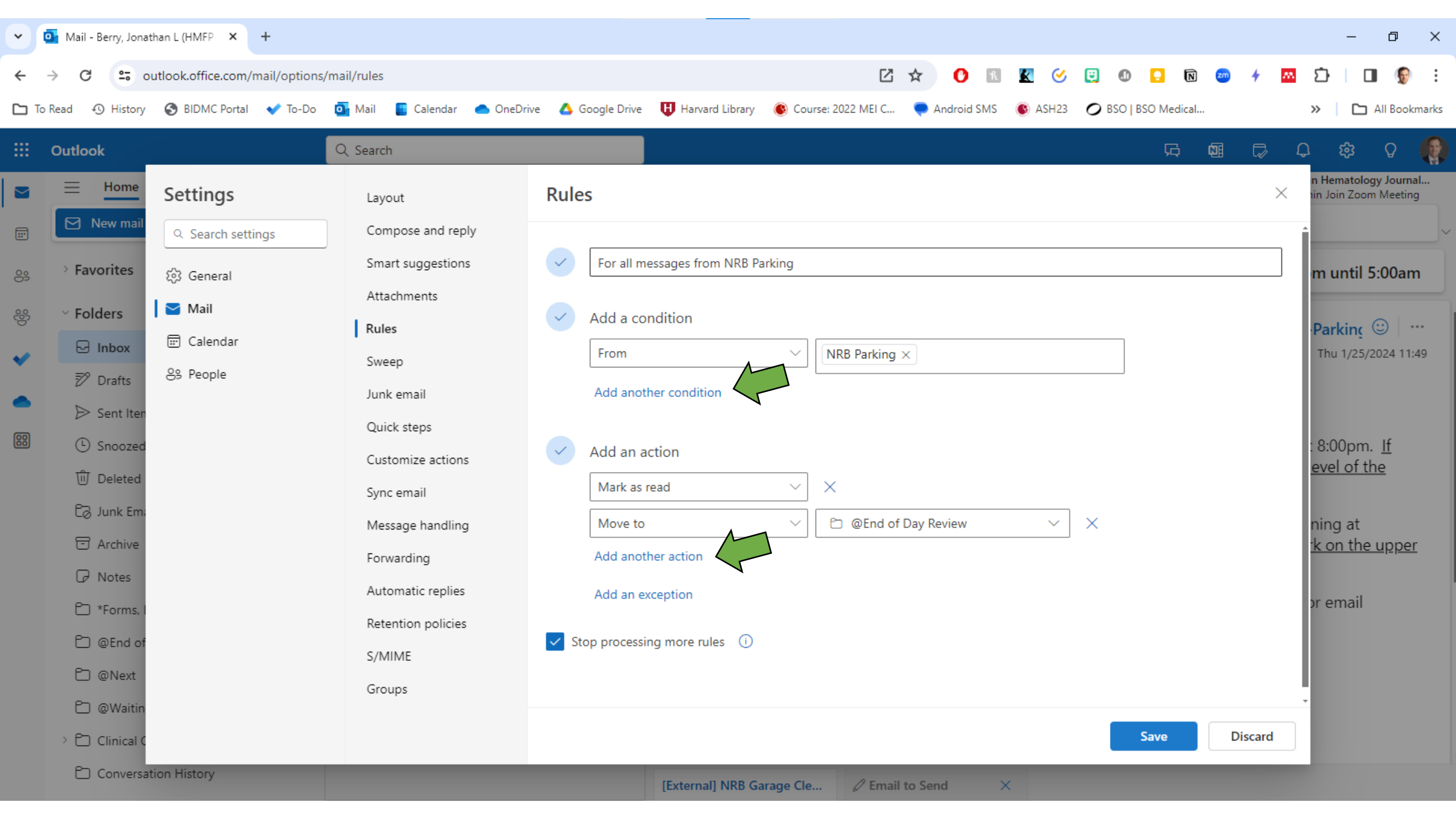
Best Use: Need to meet with 2+ people

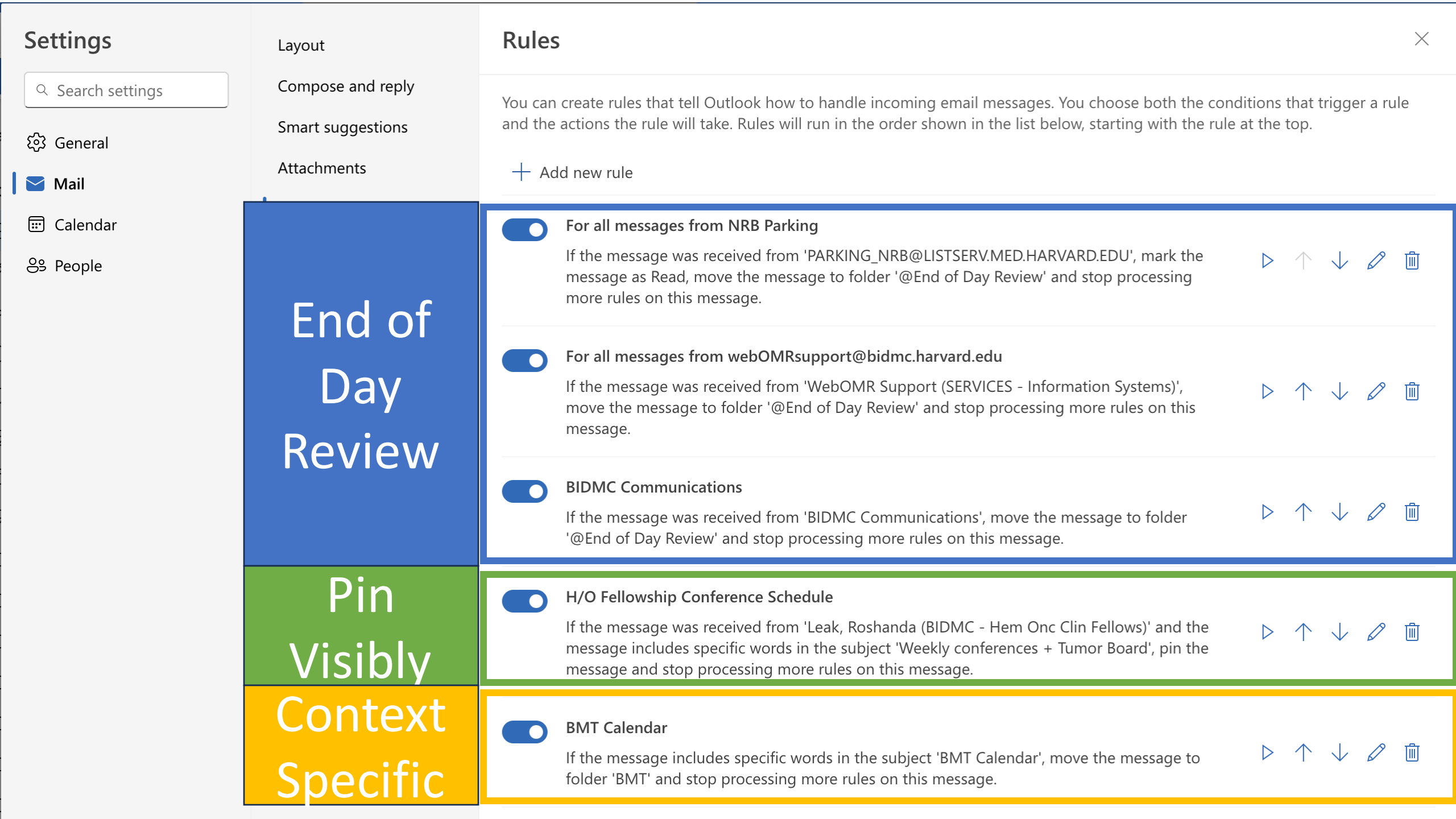
Questions or Ideas to Share?

Inbox Rules


Inbox
HMS-Parking Office
[External] NRB Garage Cleani... 11:49
To All NRB Garage
Right click
Delete
Archive
Move
Copy
Categorize
Mark as read
Flag
Pin
Snooze
Ignore
Report
Block
Rules
View
Save as
Advanced actions
Manage rules
Create rule
[External] NRB Garage Cleaning: Friday, January 26th and Saturday, January 27th - 8:00pm until 5:00am
NRB Parking <PARKING_NRB@LISTSERV.MED.HARVARD.EDU> on behalf of HMS-Parking
B@LISTSERV.MED.HARVARD.EDU
Thu 1/25/2024 11:49
Parkers (including NRB afterhours parkers),
cleaned Friday, January 26th beginning at 8:00pm. If
0pm on Friday, please park on the lower level of the
cleaned on Saturday, January 27th, beginning at
age after 8:00pm on Saturday, please park on the upper
ices and Parking Office at 617-432-1111 or email
questions or concerns.
Create a rule
Always move messages from
NRB Parking
to this folder:
Select a folder
More options
OK
Cancel
T-SAWYER
hool | Commuter Services and Parking Office
[External] NRB Garage Cle...
Email to Send


Settings
Search settings
General
Mail
Calendar
People
Layout
Compose and reply
Smart suggestions
Attachments
Rules
Sweep
Junk email
Quick steps
Customize actions
Sync email
Message handling
Forwarding
Automatic replies
Retention policies
S/MIME
Groups
Rules
1
For all messages from NRB Parking
Add a condition
From
Add another condition
3
Add an action
Select an action
Add an exception
Stop processing more rules
People
From
To
Emails received for others
My name is
I'm on the To line
Organize
Move to
Copy to
Delete
Pin to top
Mark message
Mark as read
Mark as Junk
Mark with importance
Categorize
Route
Forward to
Forward as attachment
Redirect to
Save
Discard


Mail - Berry, Jonathan L (HMFP
outlook.office.com/mail/options/mail/rules
To Read
History
BIDMC Portal
To-Do
Mail
Calendar
OneDrive
Google Drive
Harvard Library
Course: 2022 MEI C...
Android SMS
ASH23
BSO | BSO Medical...
All Bookmarks
Outlook
Search
Settings
Search settings
General
Mail
Calendar
People
Layout
Compose and reply
Smart suggestions
Attachments
Rules
Sweep
Junk email
Quick steps
Customize actions
Sync email
Message handling
Forwarding
Automatic replies
Retention policies
S/MIME
Groups
Rules
For all messages from NRB Parking
Add a condition
From
NRB Parking
Add another condition
Add an action
Mark as read
Move to
@End of Day Review
Add another action
Add an exception
Stop processing more rules
Save
Discard
Home
New mail
Favorites
Folders
Inbox
Drafts
Sent Iten
Snoozed
Deleted
Junk Em
Archive
Notes
*Forms,
@End of
@Next
@Waitin
Clinical C
Conversation History
[External] NRB Garage Cle...
Email to Send
Thu 1/25/2024 11:49

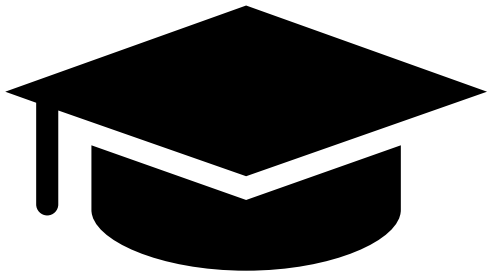

Settings
Search settings
General
Mail
Calendar
People
Layout
Compose and reply
Smart suggestions
Attachments
Rules
You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.
Add new rule
End of Day Review
For all messages from NRB Parking
If the message was received from 'PARKING_NRB@LISTSERV.MED.HARVARD.EDU', mark the message as Read, move the message to folder '@End of Day Review' and stop processing more rules on this message.
For all messages from webOMRsupport@bidmc.harvard.edu
If the message was received from 'WebOMR Support (SERVICES - Information Systems)', move the message to folder '@End of Day Review' and stop processing more rules on this message.
BIDMC Communications
If the message was received from 'BIDMC Communications', move the message to folder '@End of Day Review' and stop processing more rules on this message.
Pin Visibly
H/O Fellowship Conference Schedule
If the message was received from 'Leak, Roshanda (BIDMC - Hem Onc Clin Fellows)' and the message includes specific words in the subject 'Weekly conferences + Tumor Board', pin the message and stop processing more rules on this message.
Context Specific
BMT Calendar
If the message includes specific words in the subject 'BMT Calendar', move the message to folder 'BMT' and stop processing more rules on this message.

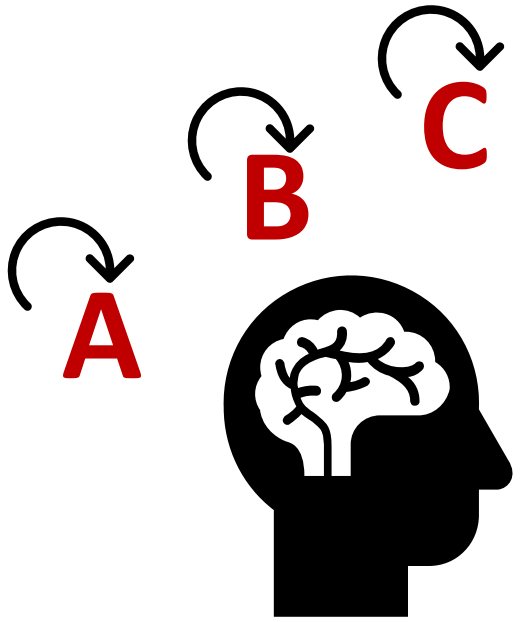
Zeigarnik Effect

Andrey Zeigarnik, "Bluma Zeigarnik", Public domain, via Wikimedia Commons

Zeigarnik Effect

People remember unfinished tasks more than completed tasks.



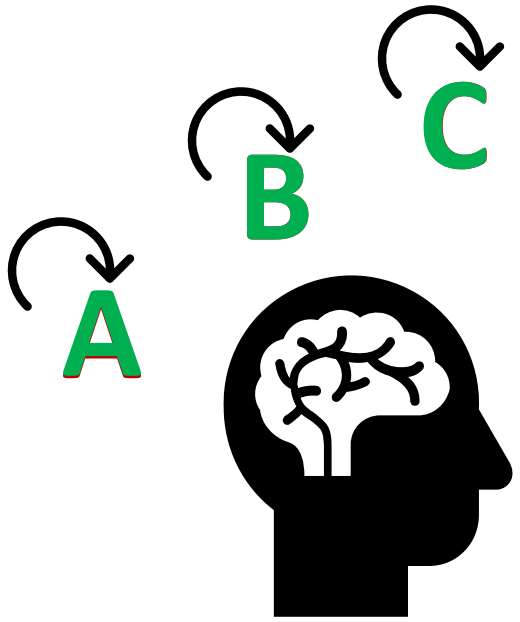


Zeigarnik Effect

[] A

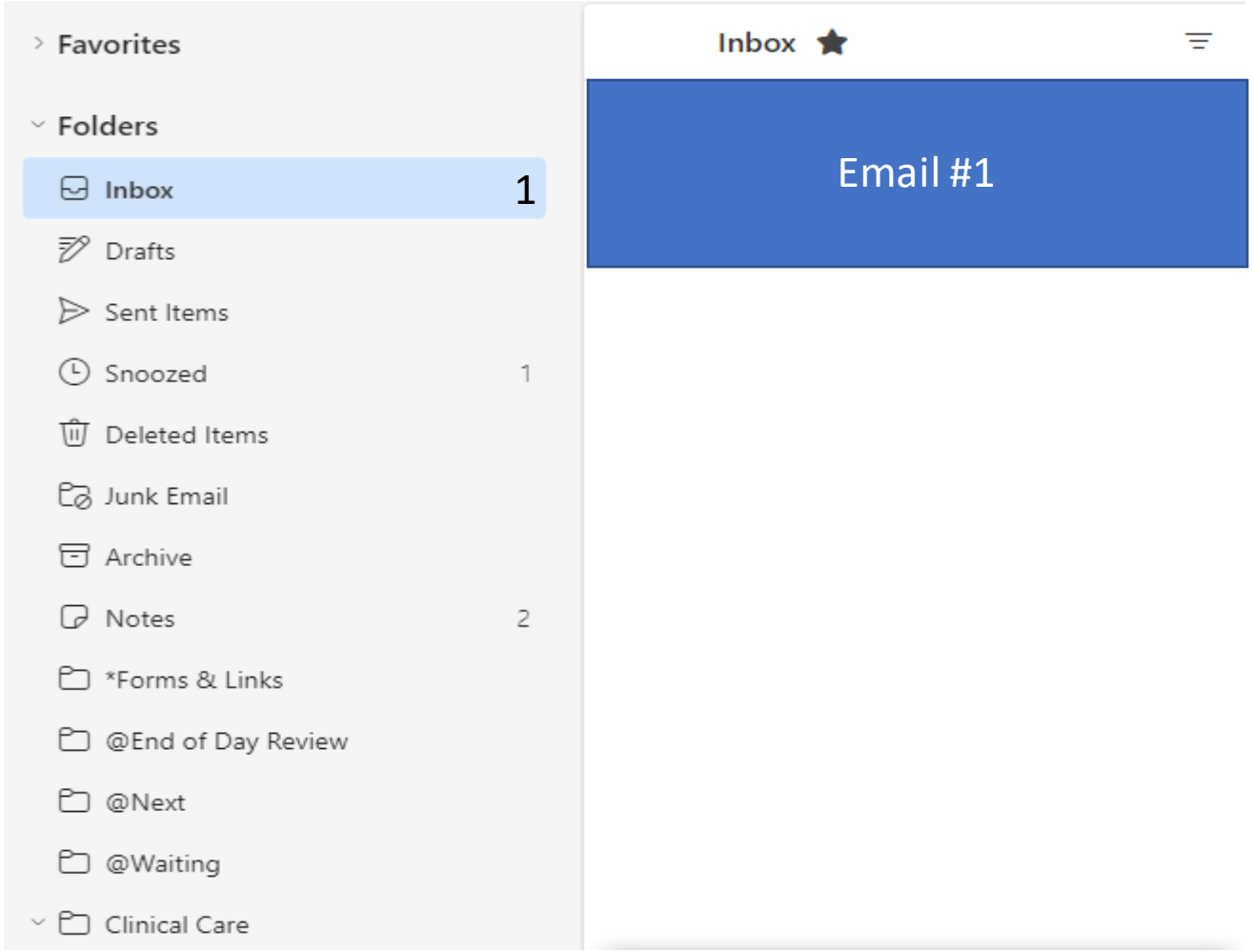
[] B

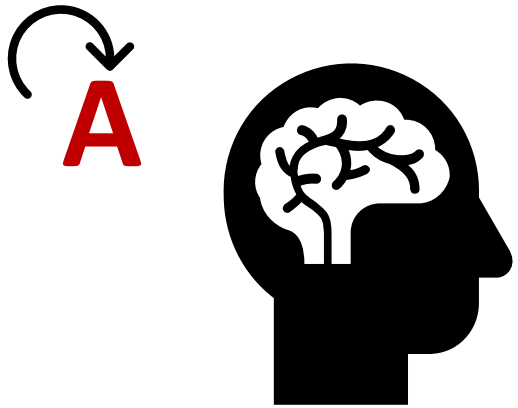
[] C



Masicampo.*Journal of Personality and Social Psychology*. 2011

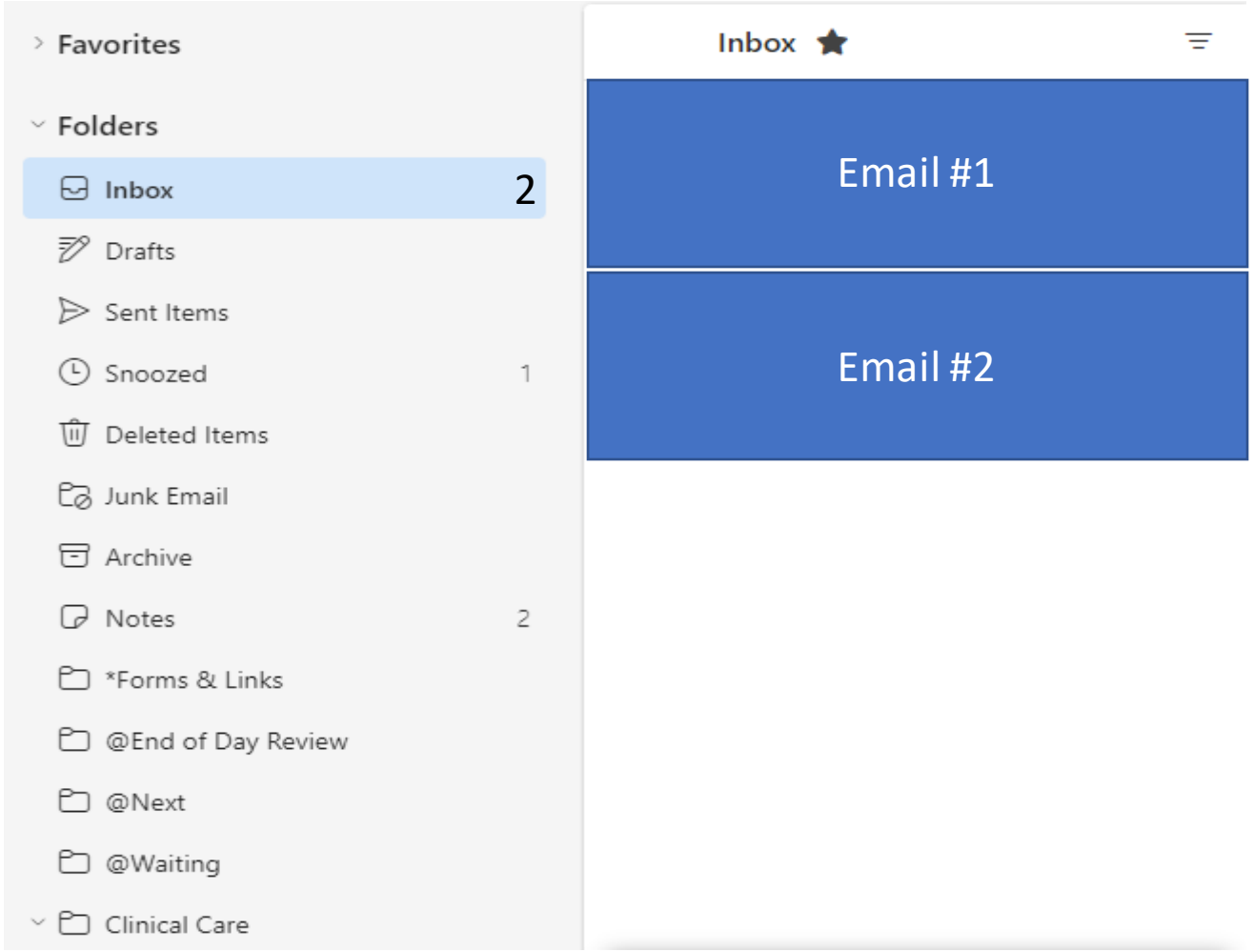
Zeigarnik Effect

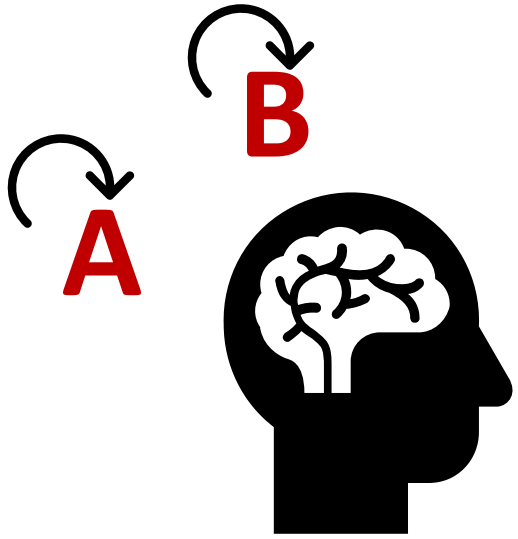




Masicampo.*Journal of Personality and Social Psychology*. 2011

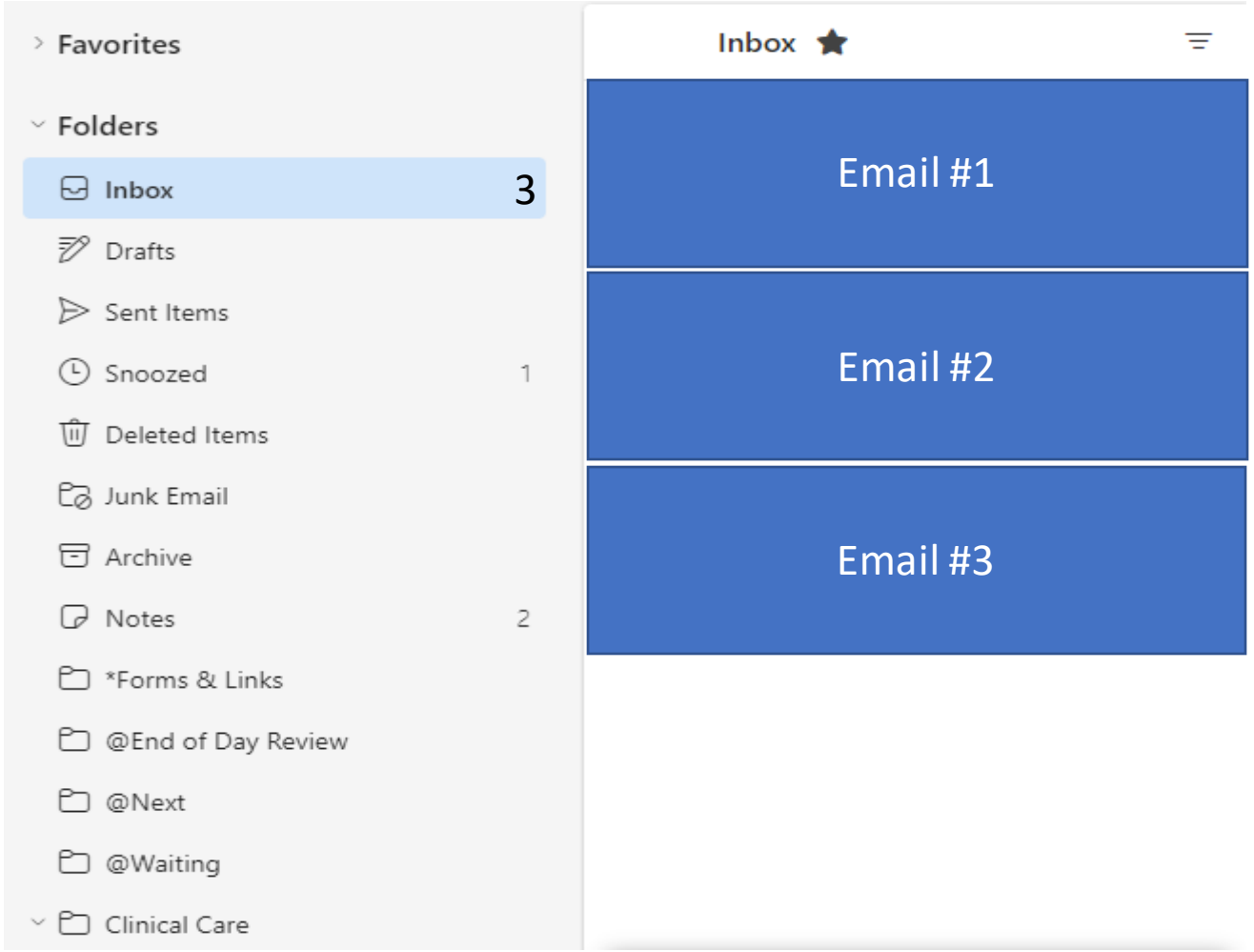
Zeigarnik Effect

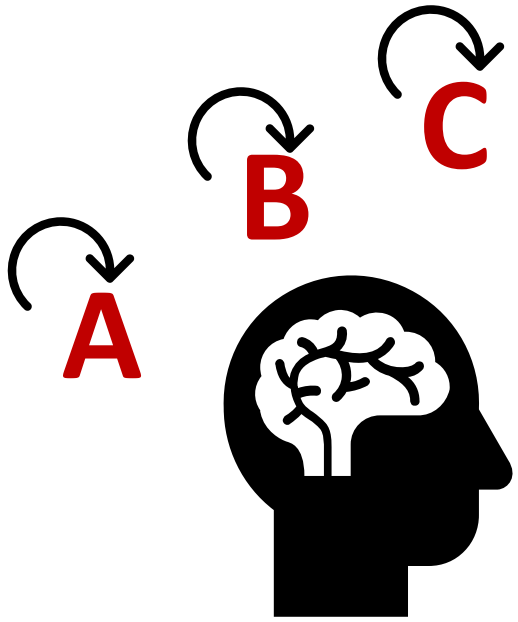




Masicampo.*Journal of Personality and Social Psychology*. 2011

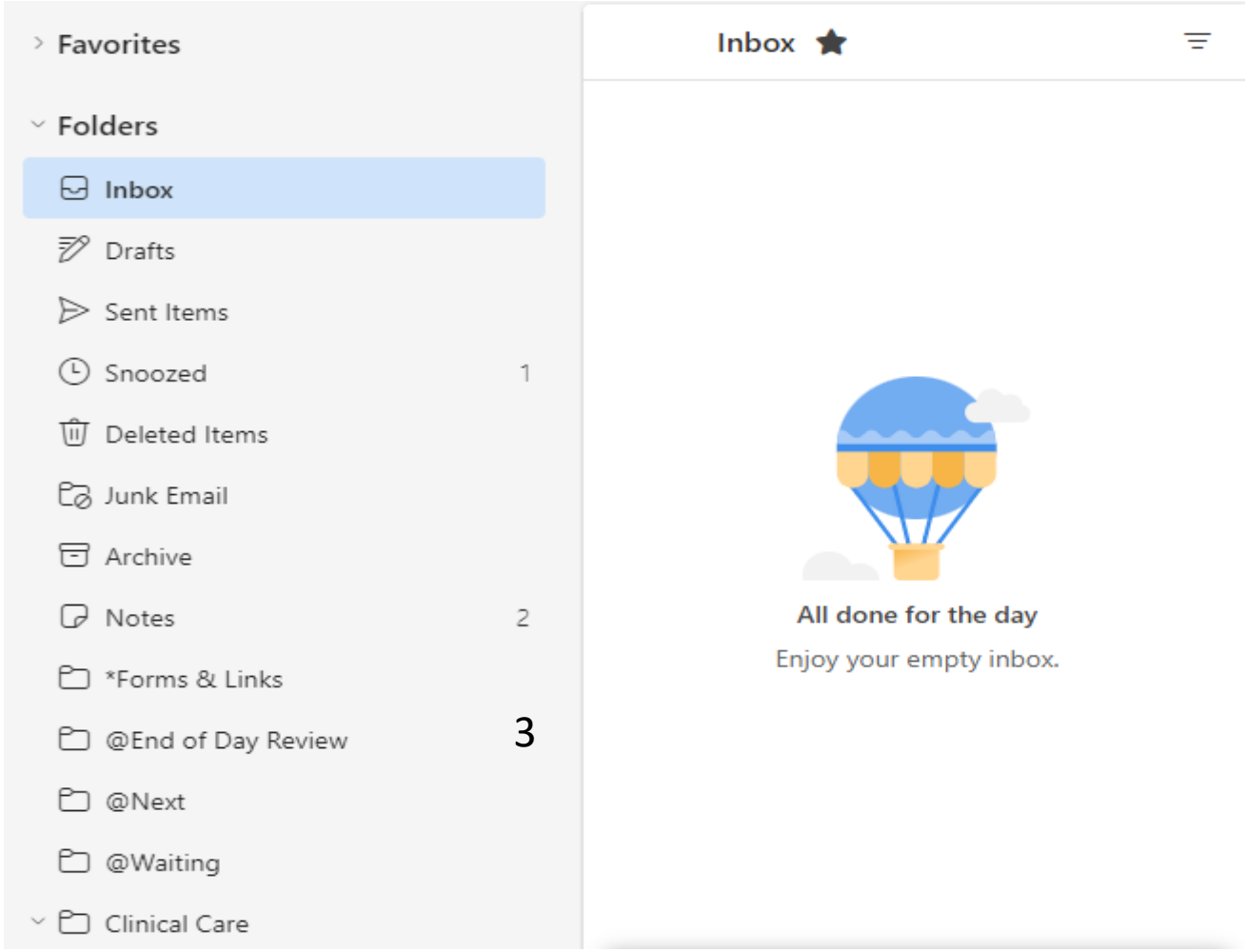
Zeigarnik Effect





Masicampo.*Journal of Personality and Social Psychology*. 2011

Zeigarnik Effect



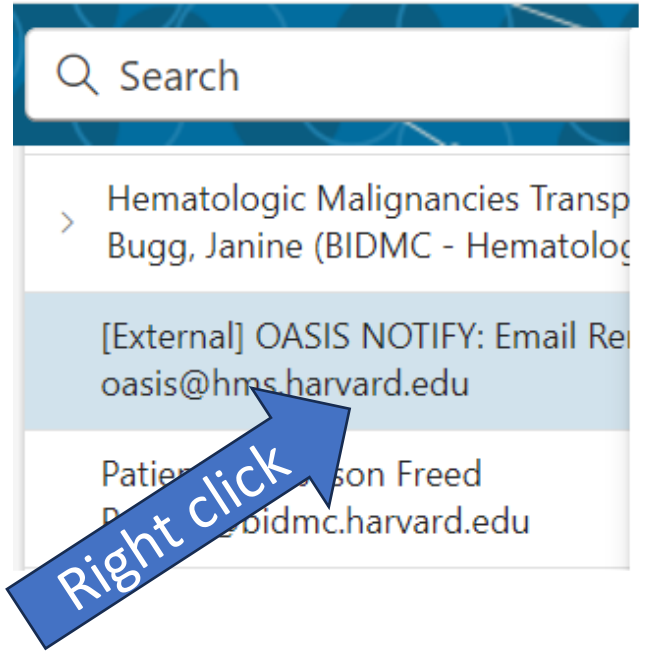
Masicampo.*Journal of Personality and Social Psychology*. 2011

Snooze

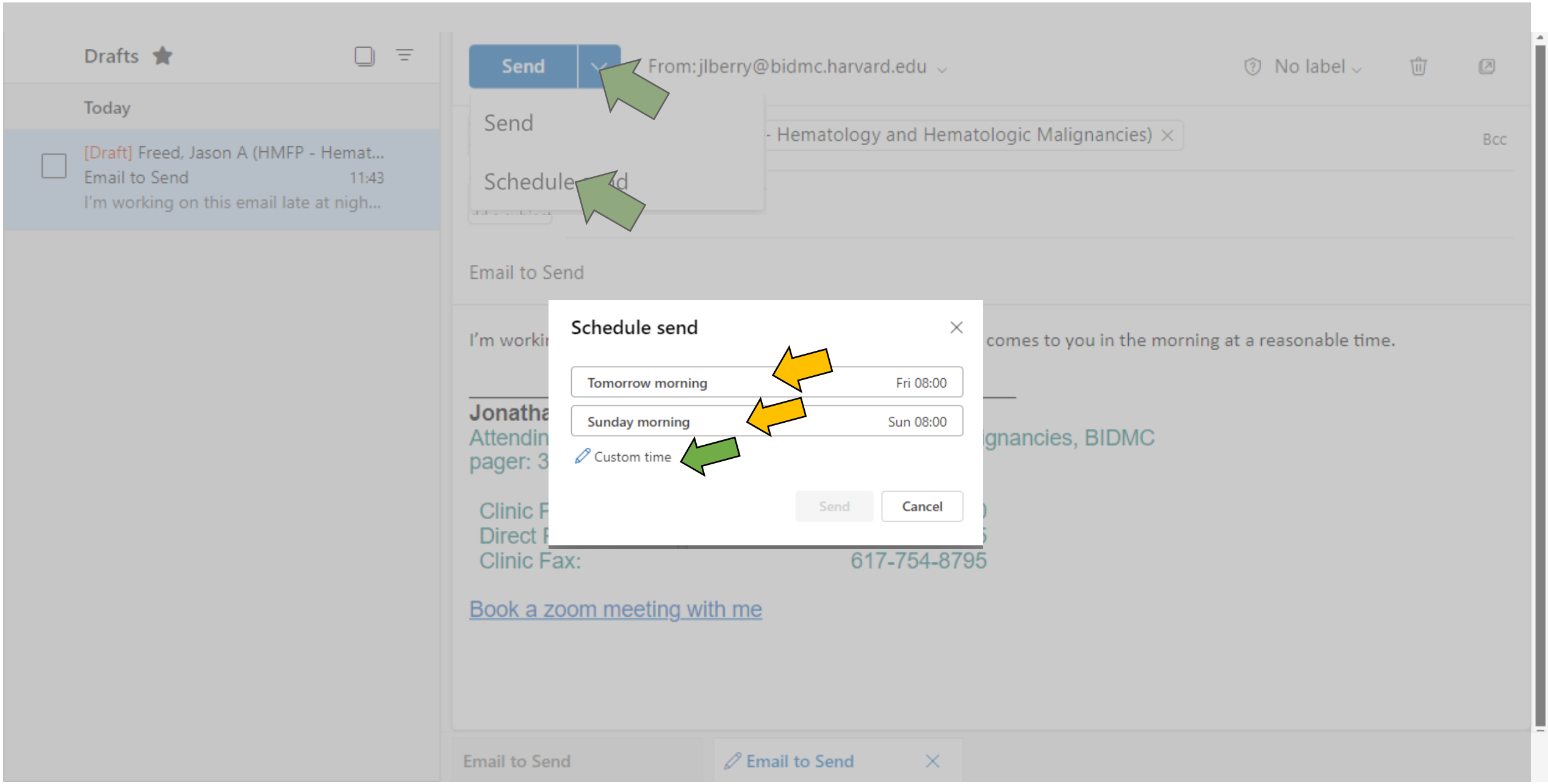
You have 1 evaluation to complete.

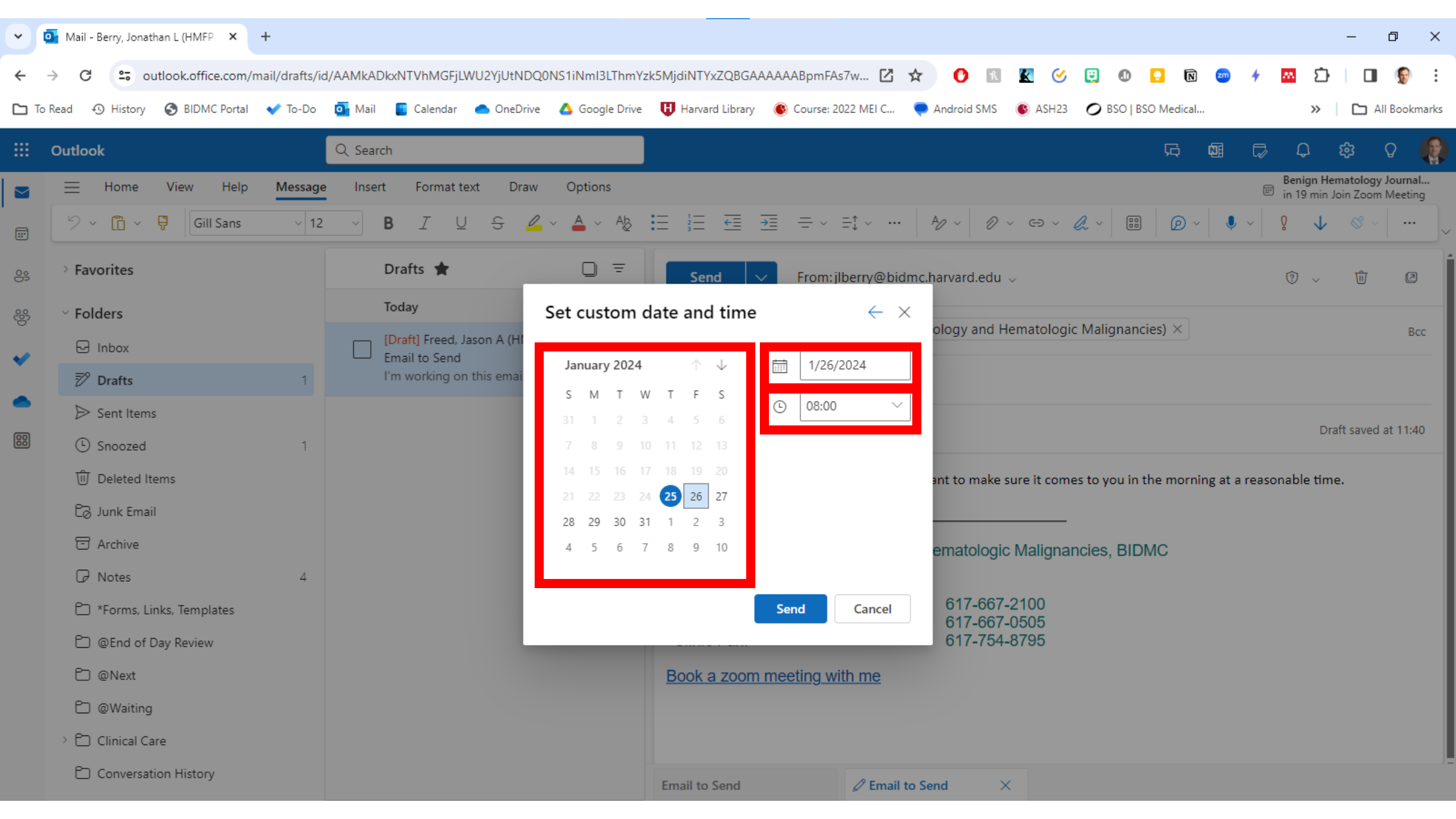
No login required for the links to individual evaluations.

PCE BID: 102-ME600M.5 - Core Clerkship Medicine
Complete BEFORE: 01/30/2024
Course Dates...: 09/26/2023 - 12/17/2023
Location.....: BIDMC
Evaluation.....: Student Performance Evaluation -


Search
Hematologic Malignancies Transp
Bugg, Janine (BIDMC - Hematolog
[External] OASIS NOTIFY: Email Re
oasis@hms.harvard.edu
Patie son Freed
bidmc.harvard.edu
Right click

Send Later


Drafts
Today
[Draft] Freed, Jason A (HMFP - Hemat...
Email to Send 11:43
I'm working on this email late at nigh...
Send
From:jlberry@bidmc.harvard.edu
No label
Send
Schedule send
- Hematology and Hematologic Malignancies)
Bcc
Email to Send
Schedule send
Tomorrow morning Fri 08:00
Sunday morning Sun 08:00
Custom time
Send
Cancel
comes to you in the morning at a reasonable time.
Jonatha
Attendin
pager: 3
ignancies, BIDMC
Clinic F
Direct F
Clinic Fax: 617-754-8795
Book a zoom meeting with me
Email to Send
Email to Send


Mail - Berry, Jonathan L (HMFP
outlook.office.com/mail/drafts/id/AAMkADkxNTVhMGFjLWU2YjUtNDQ0NS1iNmI3LThmYzk5MjdiNTYxZQBGAAAAAABpmFAs7w...
To Read
History
BIDMC Portal
To-Do
Mail
Calendar
OneDrive
Google Drive
Harvard Library
Course: 2022 MEI C...
Android SMS
ASH23
BSO | BSO Medical...
All Bookmarks
Outlook
Search
Home
View
Help
Message
Insert
Format text
Draw
Options
Benign Hematology Journal...
in 19 min Join Zoom Meeting
Gill Sans
12
Favorites
Folders
Inbox
Drafts 1
Sent Items
Snoozed 1
Deleted Items
Junk Email
Archive
Notes 4
*Forms, Links, Templates
@End of Day Review
@Next
@Waiting
Clinical Care
Conversation History
Drafts
Today
[Draft] Freed, Jason A (H
Email to Send
I'm working on this emai
Send
From: jlberry@bidmc.harvard.edu
ology and Hematologic Malignancies)
Bcc
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ematologic Malignancies, BIDMC
617-667-2100
617-667-0505
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January 2024
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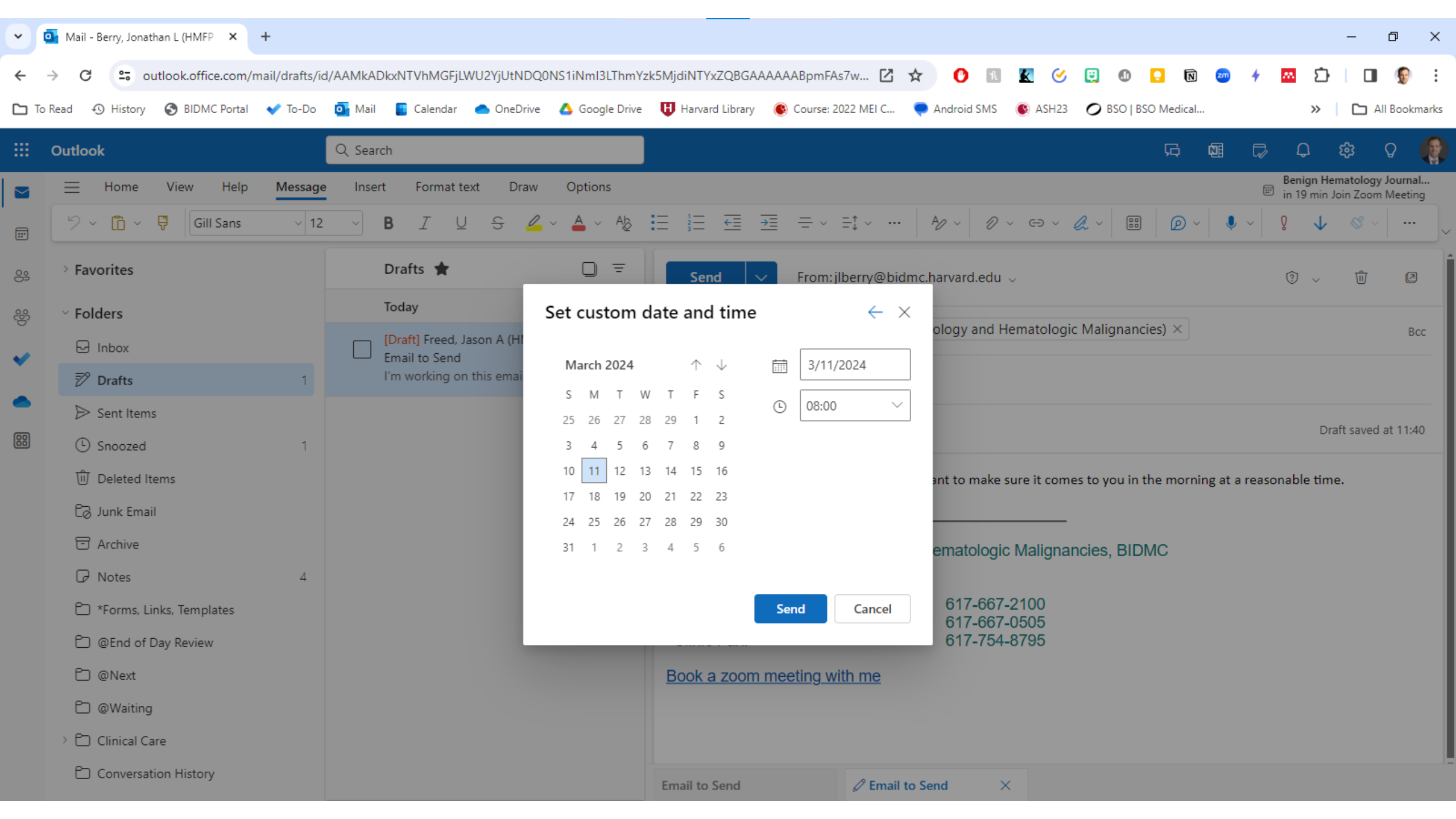
Mail - Berry, Jonathan L (HMFP
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@End of Day Review
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Today
[Draft] Freed, Jason A (H
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617-667-0505
617-754-8795
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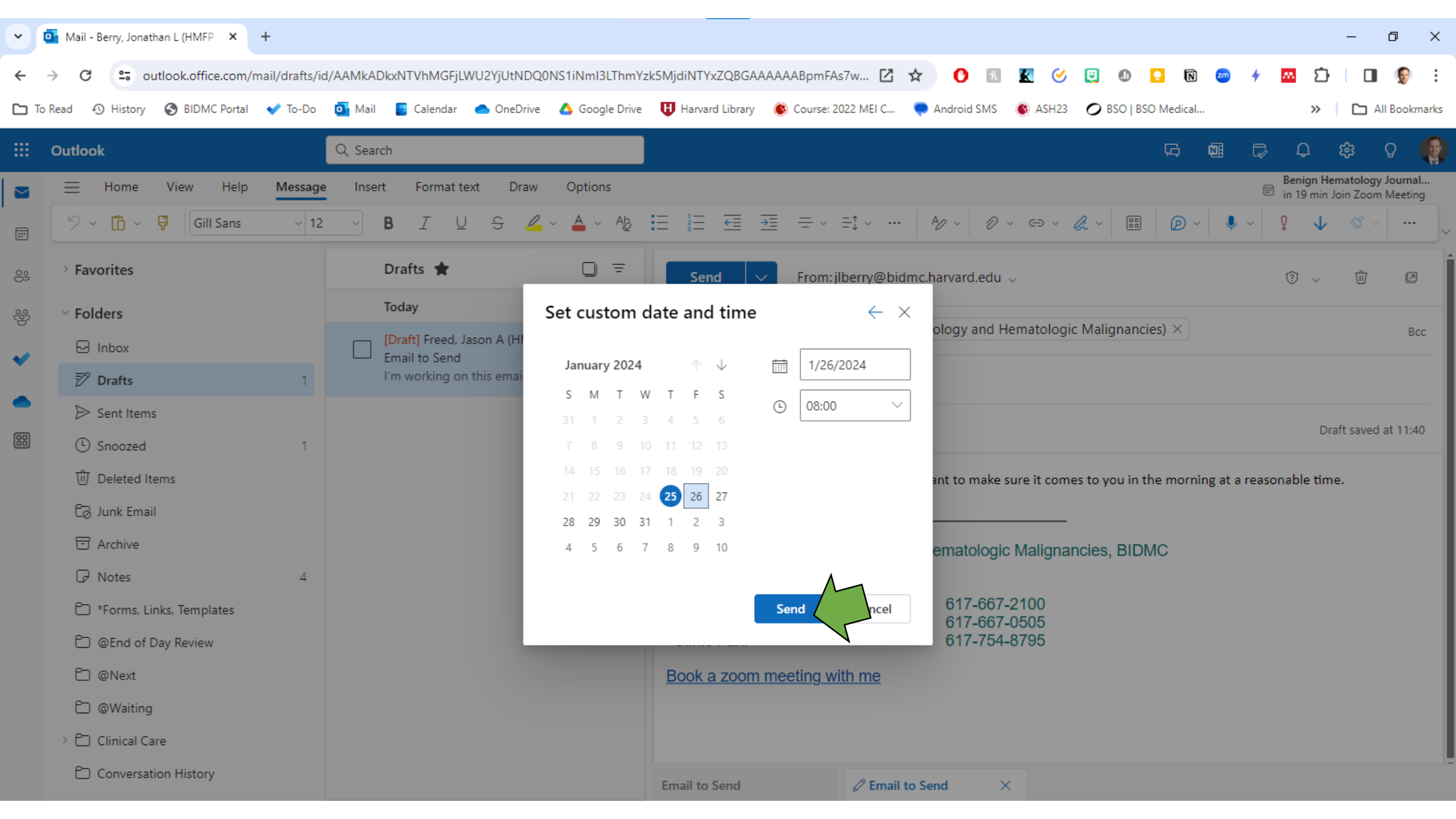
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From: jlberry@bidmc.harvard.edu
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January 2024
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08:00
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ncel

Drafts

Today

[Draft] Freed, Jason A (HMFP - Hemat...
Email to Send 11:40
I'm working on this email late at nigh...

Email to Send

[Schedule Send]
This message is scheduled to send on Fri 1/26, 08:00

Saved: Thu 1/25/2024 11:40

To: Freed, Jason A (HMFP - Hematology and Hematologic Malignancies)

I'm working on this email late at night and want to make sure it comes to you in the morning at a reasonable time.

Jonathan Berry, MD
Attending Physician, Hematology & Hematologic Malignancies, BIDMC
pager: 32471

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Reply Forward

Email Templates

Finding and doing what matters most: Five productivity strategies for physicians in academic medicine

Andrea Wershof Schwartz[a,b,c,d] and Sonja R. Solomon[a,b]

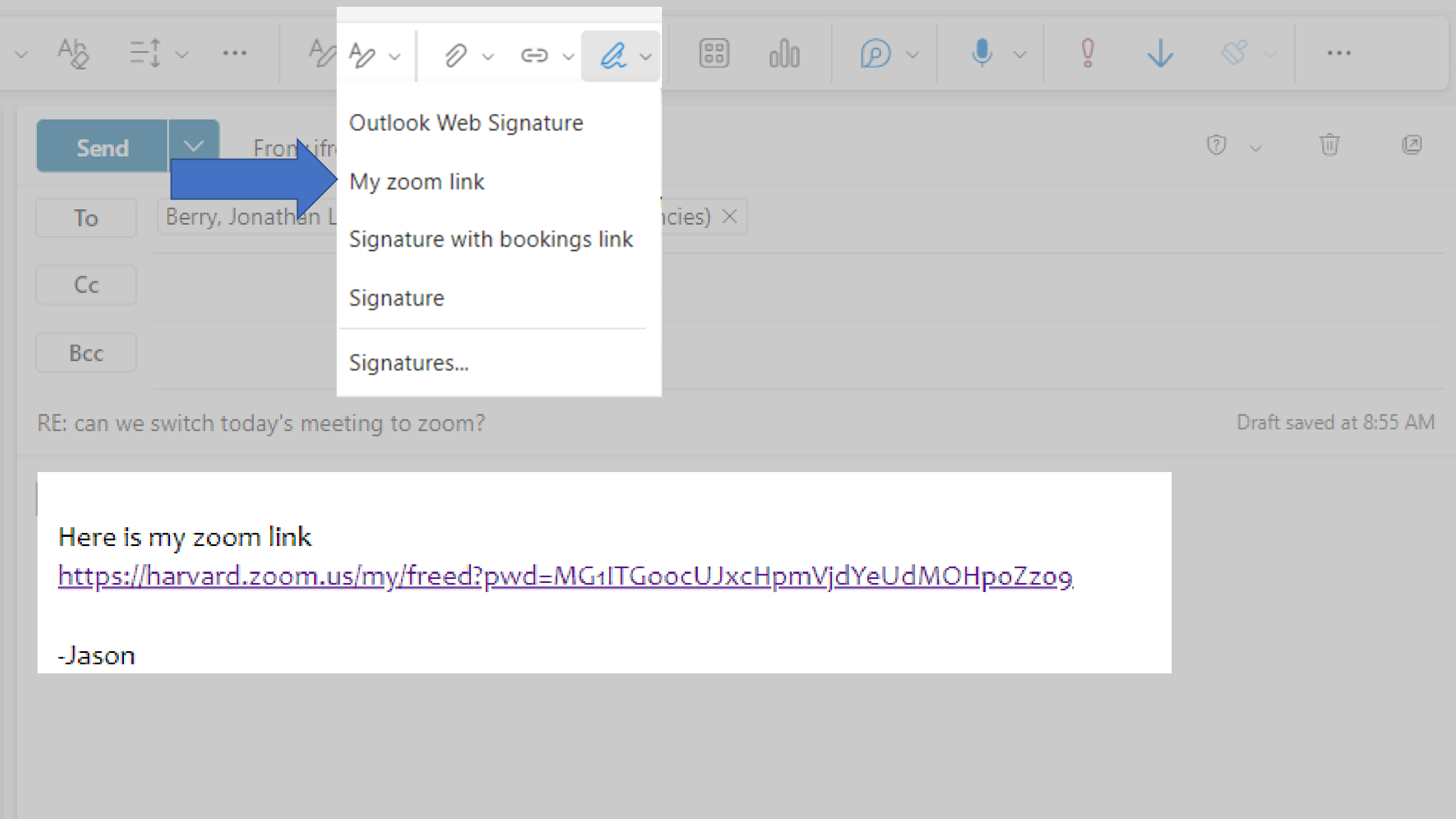
Table 1. Productivity tips and strategies for academic physicians.

Tip	Challenge	Tools and strategies
1. Clarify what matters	• Pulled in multiple directions • Too many tasks	• Priority matrix (Gordon and Borkan 2014) • Maximizing versus satisficing (Schwartz et al.

MEDICAL TEACHER
2023, VOL. 45, NO. 2, 123–127

Less Time on Email Requires

- Filters coming in
- and/or
- Faster responses going out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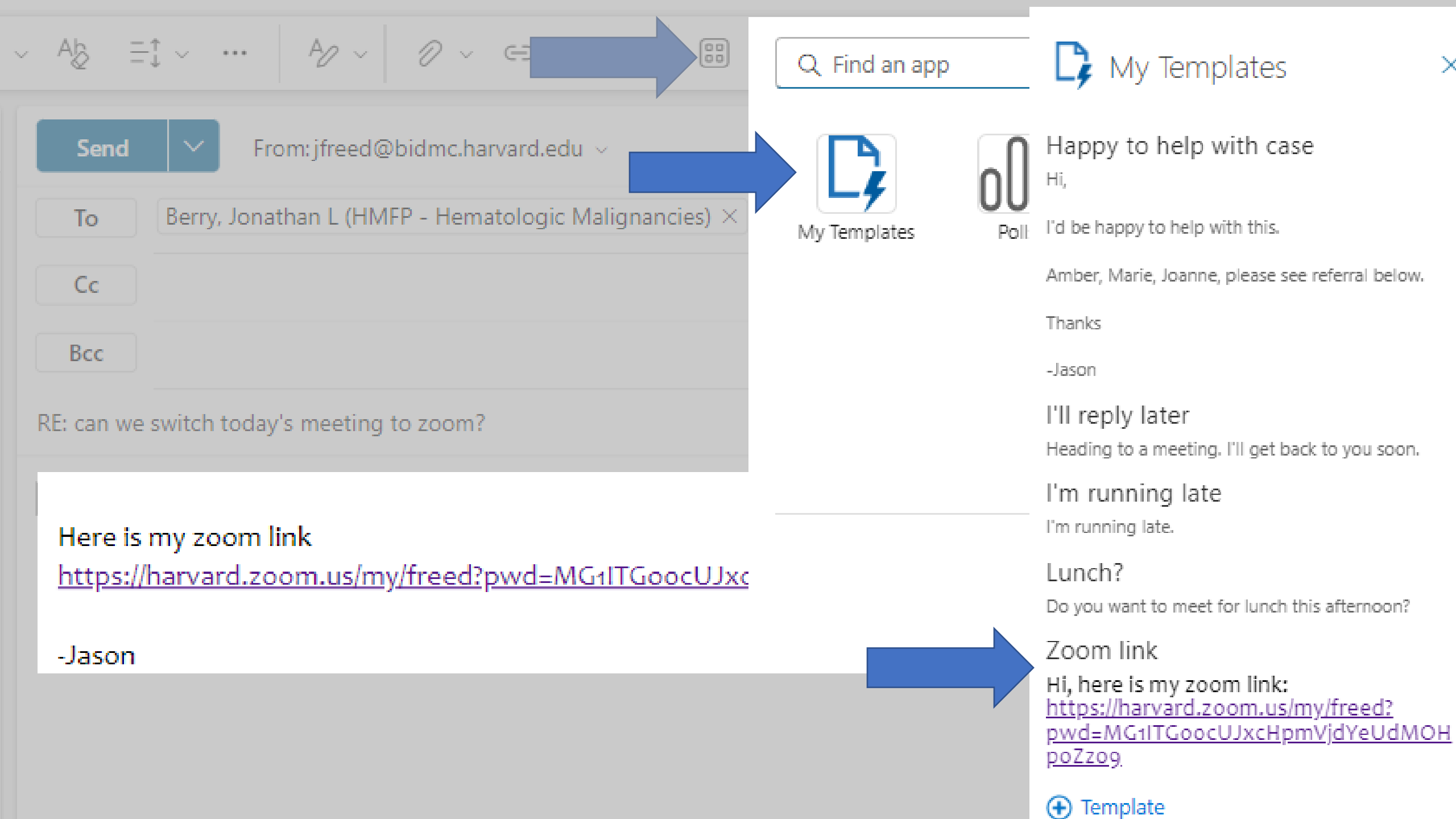
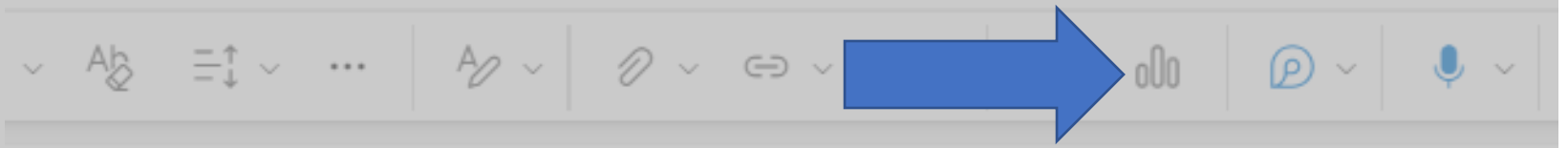
RE: can we switch today's meeting to zoom?
Draft saved at 8:55 AM
Here is my zoom link
https://harvard.zoom.us/my/freed?pwd=MG1ITGoocUJxcHpmVjdYeUdMOHpoZz09
-Jason


Send
From: jfreed@bidmc.harvard.edu
To
Berry, Jonathan L (HMFP - Hematologic Malignancies)
Cc
Bcc
RE: can we switch today's meeting to zoom?
Here is my zoom link
https://harvard.zoom.us/my/freed?pwd=MG1ITGoocUJxc
-Jason
Find an app
My Templates
Poll
My Templates
Happy to help with case
Hi,
I'd be happy to help with this.
Amber, Marie, Joanne, please see referral below.
Thanks
-Jason
I'll reply later
Heading to a meeting. I'll get back to you soon.
I'm running late
I'm running late.
Lunch?
Do you want to meet for lunch this afternoon?
Zoom link
Hi, here is my zoom link:
https://harvard.zoom.us/my/freed?pwd=MG1ITGoocUJxcHpmVjdYeUdMOHpoZz09
Template

Embed Polls



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Cc

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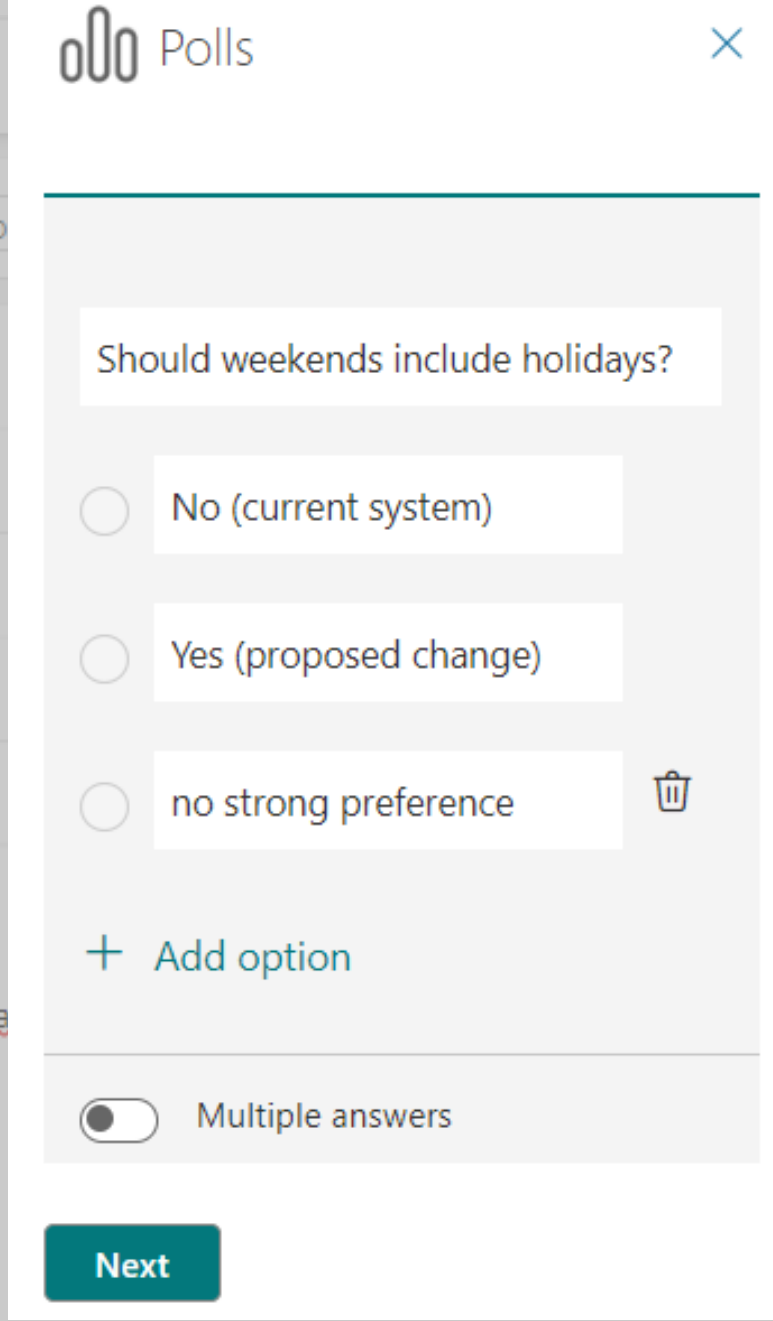
call schedule change to include monday holidays?

Hi Team,

It seemed like there was some interest in changing our weekend coverage to include monda
hesitant. I suggest we put it to a vote to decide what we do for next year.

Should weekends include holidays?

(View/vote in browser)



Freed, Jason A (HMFP - Hematology and Hematologic Malignancies)
To: Freed, Jason A (HMFP - Hematology and Hematologic Malignancies)

Fri 2/9/2024

Quick Poll

Your email address will be sent with your response.

Should weekends include holidays?

- (●) No (current system)
- ( ) Yes (proposed change)
- ( ) no strong preference

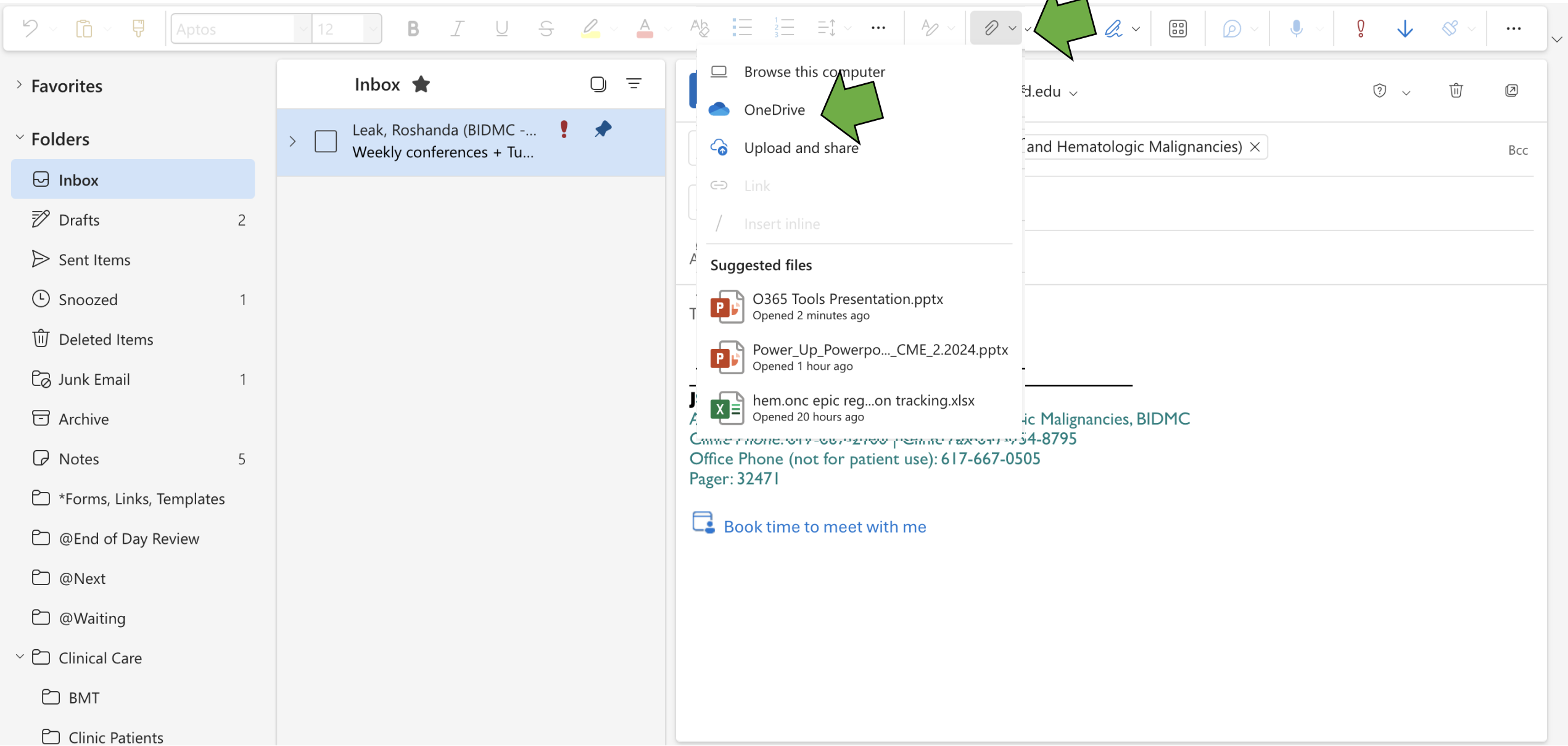
Vote | View Results

Powered by Microsoft Forms

Hi Team,

It seemed like there was some interest in changing our weekend coverage to include monday holidays, but some seemed hesitant. I suggest we put it to a vote to decide what we do for next year.

Sending Files
(Choose Attachment v. OneDrive link)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Clinic Patients
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and Hematologic Malignancies)
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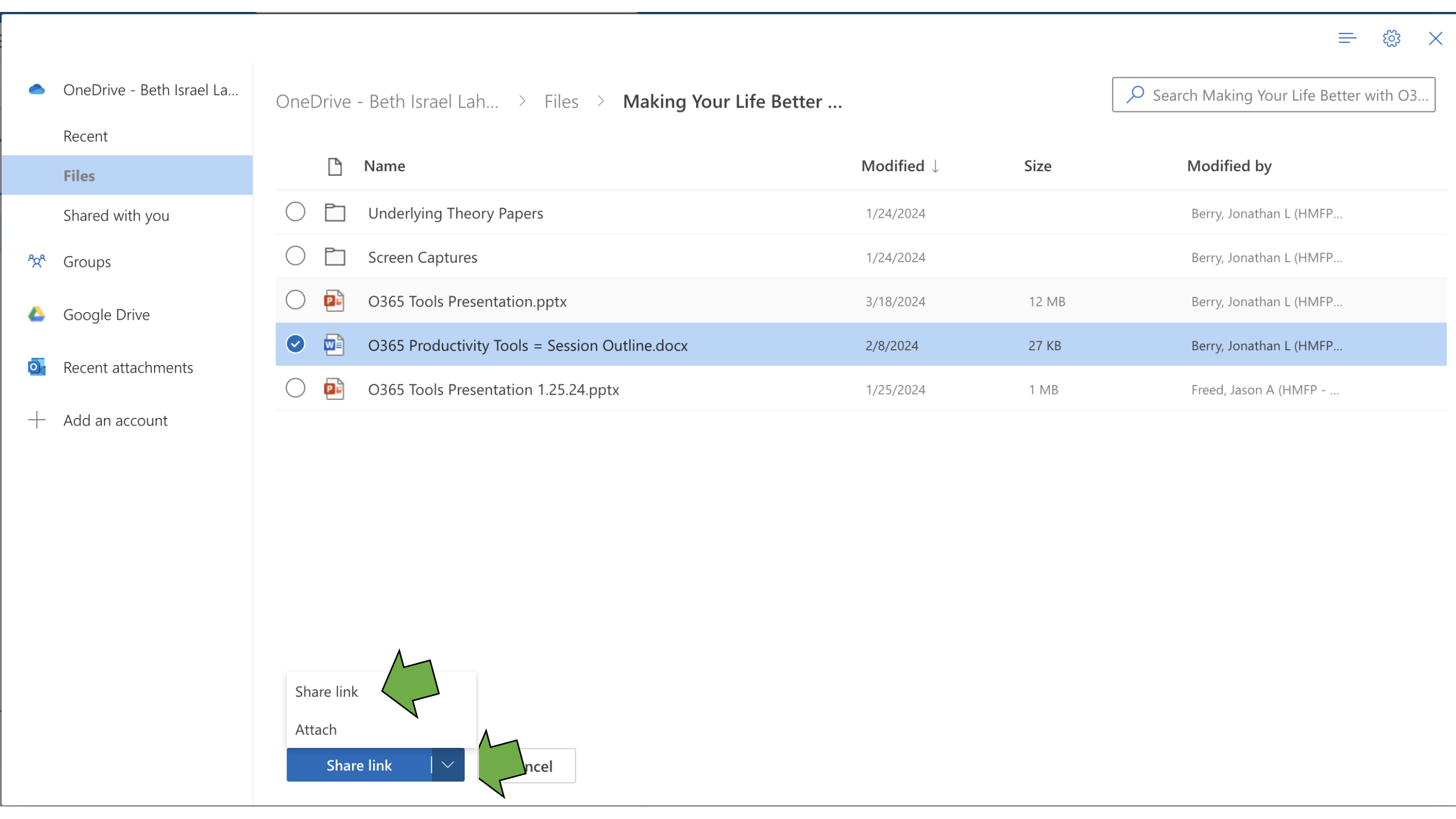
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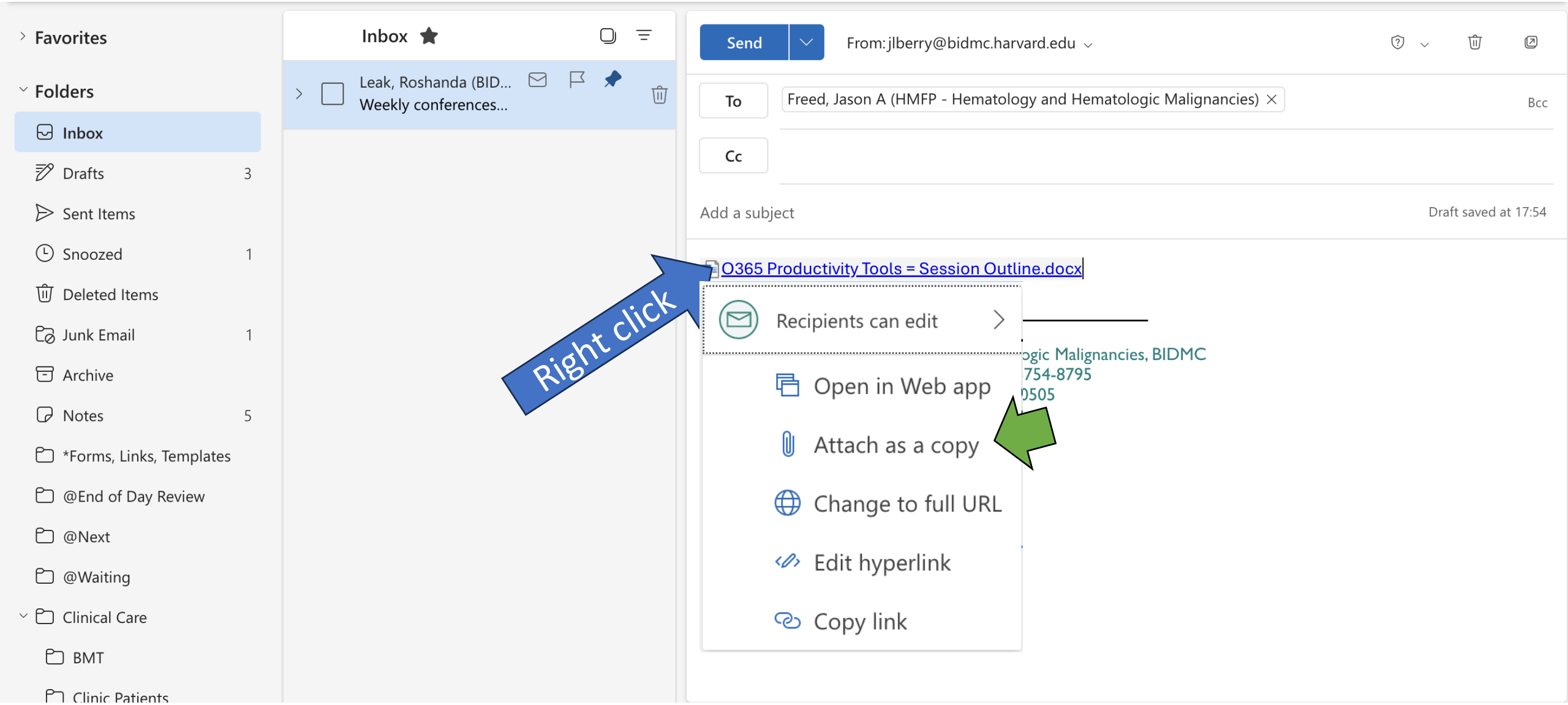
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BMT
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Leak, Roshanda (BID...
Weekly conferences...
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To
Freed, Jason A (HMFP - Hematology and Hematologic Malignancies)
Bcc
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- Notes 5
- *Forms, Links, Templates
- @End of Day Review
- @Next
- @Waiting
- Clinical Care
  - BMT
  - Clinic Patients

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Leak, Roshanda (BIDMC -...
Weekly conferences + Tu...

Send | From: jlberry@bidmc.harvard.edu

To: Freed, Jason A (HMFP - Hematology and Hematologic Malignancies)

Bcc

Cc

Add a subject

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Upload to OneDrive Dismiss

Jonathan Berry, MD
Attending Physician, Hematology & Hematologic Malignancies, BIDMC
Clinic Phone: 617-667-2100 | Clinic Fax 617-754-8795
Office Phone (not for patient use): 617-667-0505
Pager: 32471

Book time to meet with me

In-Line v. Attached Images

Send | From: jfreed@bidmc.harvard.edu

To: Berry, Jonathan L (HMFP - Hematologic Malignancies)

Cc:

Bcc:

Have you seen how cute my kids are?

Look, He's almost crawling!

Signing and sending back PDFs (without downloading or printing)

Rodriguez, Leah (BIDMC - General Medicine)
To: Freed, Jason A (HMFP - Hematology and Hematologic Malignancies)

Reply | Reply all | Forward

Mon 10/16/2023 3:38 PM

Freed, Jason_Disclosure Form - 12....
289 KB

Preview
Save to OneDrive - Beth Israel Lahey Health
Download

and return it to me? Just indicate if you have any conflicts and sign on the 2nd page.

Preview
View in OneDrive
Download

Best,
Leah Rodriguez
Program Coordin
Pronouns: she/h
Section of Hospit
Division of General Medicine
Beth Israel Deaconess Medical Center
330 Brookline Avenue
W/SPAN-2
Boston MA 02215
Ph: (617) 632-0346
Fx: (617) 754-8653

Beth Israel Lahey Health
Beth Israel Deaconess Medical Center

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Info 1 / 1

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As an individual in a position to control HMS educational content , I attest to the following:

- The above information is correct as of this date of submission.
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- I have reviewed and agree to comply with the ACCME Standards for Integrity and Independence Accreditation Criteria, and HMS CME policies and procedures. {Policies and Procedures}
- All recommendations for patient care will be based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options.
- All scientific research referred to, reported, or used in support or justification of a patient care recommendation will conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation.
- Although accredited continuing education is an appropriate place to discuss, debate, and explore new and evolving topics, these areas need to be clearly identified as such within the program and individual presentations. I will not advocate for, or promote, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning.
- Research findings and therapeutic recommendations in my content will be based on scientifically accurate, up-to-date information and be presented in a balanced, objective manner.
- For any drug/product discussed, I will objectively select and present data, fairly present both favorable and unfavorable information about the drug/product, and I will include information about reasonable alternative treatment options. Where there is a suggestion of superiority of one drug/product over another, this suggestion will be supported by evidence-based data.
- If I am discussing specific healthcare products or services, I will use generic names to the extent possible. If I need to use trade names, I will use trade names from several companies when available, and not just trade names from any single company.
- If I am discussing any drug/product use that is unlabeled or investigational, I will disclose that the use or indication in question is not currently approved by the FDA.
- If I have been trained or engaged by an ineligible entity or its agent as a speaker (e.g. speaker's bureau) for any ineligible entity, the promotional aspects of that presentation will not be included in any way with this activity.
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- I understand that a non-conflicted medical reviewer may need to review my presentation and/or content prior to the activity, and I will provide educational content and resources in advance as requested.

Your signature indicates that you have read this form in its entirety and that you agree with the statements above. ***You may provide comments below.***

Signature: Jason Freed **Date:** 2/12/24

12/14 HMED CME Session

RL

Rodriguez, Leah (BIDMC - General Medicine)
To: Freed, Jason A (HMFP - Hematology and Hematologic Malignancies)

Reply | Reply all | Forward

Mon 10/16/2023 3:38 PM

Freed, Jason_Disclosure Form - 12....
Saved to OneDrive

Hi Jason,

Can you please sign off on the attached conflict of interest form and return it to me? Just indicate if you have any conflicts and sign on the 2nd page

Best,
Leah Rodriguez
Program Coordinator
Pronouns: she/her, they/them
Section of Hospital Medicine
Division of General Medicine
Beth Israel Deaconess Medical Center
330 Brookline Avenue
W/SPAN-2
Boston MA 02215
Ph: (617) 632-0346
Fx: (617) 754-8653

Beth Israel Lahey Health
Beth Israel Deaconess Medical Center

12/14 HMED CME Session

Send | From: jfreed@bidmc.harvard.edu

To: Rodriguez, Leah (BIDMC - General Medicine)

see attached

Jason Freed, MD

Attending Physician, Division of Hematology and Hematologic Malign

Associate Program Director, Internal Medicine Residency Training Pro

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Suggested files

Freed, Jason_Dis...12.14.2023 1.pdf
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- Clinical Care
- Conversation History

Notes ★

Thu, 1/25
BIDMC Phonebook
East LABORATORY
Heme: x71493
Chemistry: x75227
BB: x74480...

Thu, 1/25
Frequently Used ICD-10 Codes

Thu, 1/25
Important Numbers
NPI: 1245768860
Mass Med License: 292298
(Issued 6/2/22, Expires 6/11/23)

11/30/23
BIDMC HEME Numbers
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East LABORATORY

Heme: x71493
Chemistry: x75227
BB: x74480
Micro: x72306
Special Coag x74547

West LABORATORY
Heme: x43234
Chemistry: x43238
BB: x43300

PATHOLOGY
Hematopathology: x75228

B I U ab

Modified: Thu, 1/25

Questions or Ideas to Share?

W
X
P

Shared Documents

OneDrive

- Cloud-based storage
- Microsoft version of “Google Drive” or “iCloud”
- Can be accessed via browser, app, or synced to desktop folder

- Web and desktop applications
- Web apps work with OneDrive files
- Desktop can work with OneDrive or locally saved files

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O'Connell, Emily C (BIDMC - PACU - East)...
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Splanchnic Thrombosis Case List

This may help with an upcoming meeting
1hr

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Freed, Jason A (HMFP - Hematology and H
Jan 25

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MASTER 2-8-24	Yesterday at 6:42 PM	O'Connell, Emily C (BIDMC - PACU - East)..

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  Berry, Jonathan ... > ... >Making Yo...
- O365 Tools Presentation 1.25.24
  Berry, Jonathan ... > ... >Making Yo...
- BMT Friday List
  Berry, Jonathan ... > ... >Documents
- Splanchnic Thrombosis Case List

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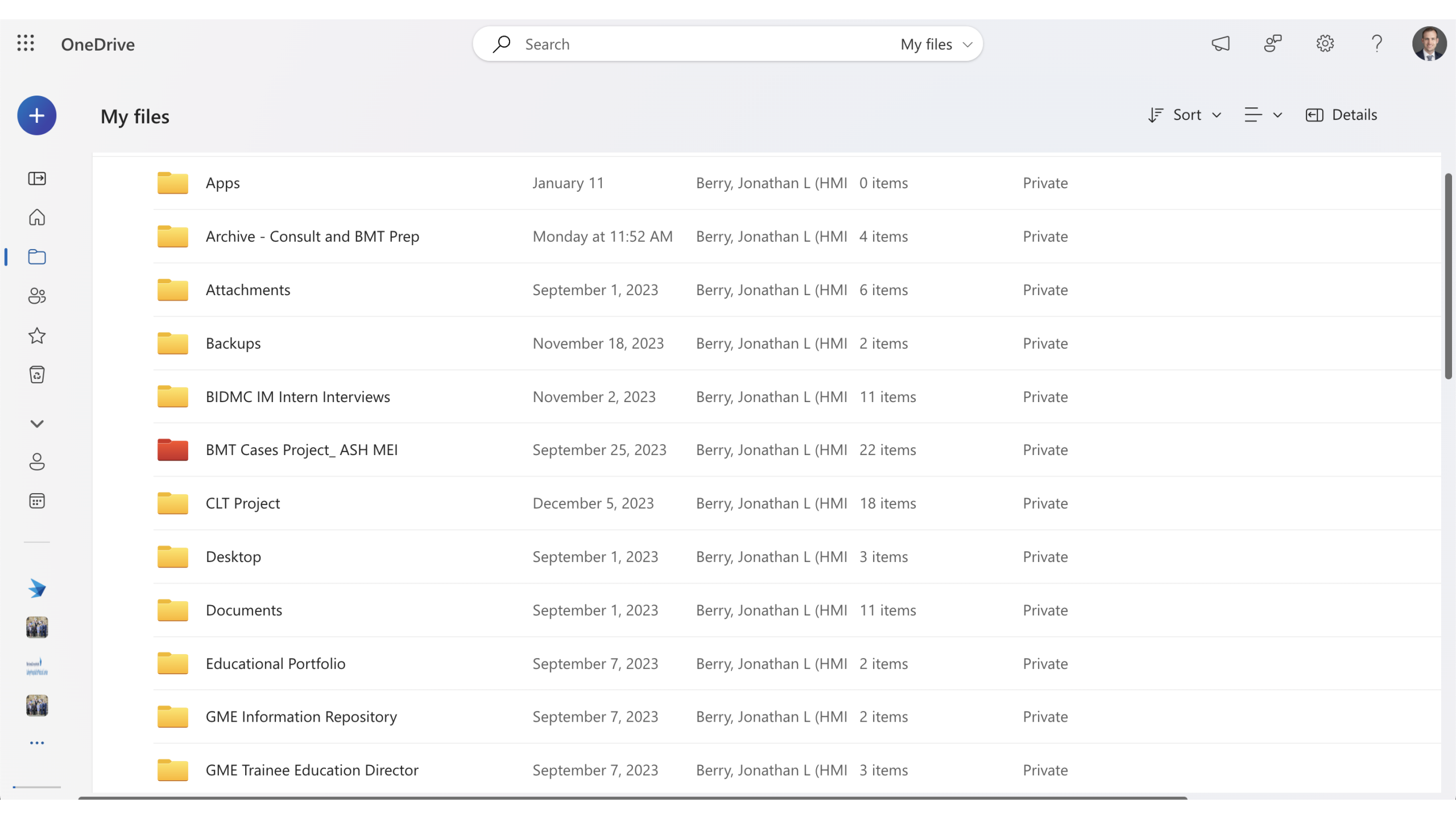
Splanchnic Thrombosis Case List Yang, Lauren (HMFP - HMFP - Medicine)'s Files	Yesterday at 6:45 PM	Yang, Lauren (HMFP - HMFP - Medicine)	**O'Connell, Emily C (BIDMC - PACU - East)** + 2 others edited this · Yesterday
MASTER 2-8-24 O'Connell, Emily C (BIDMC - PACU - East)'s Files	Yesterday at 6:41 PM	O'Connell, Emily C (BIDMC - PACU - East)	**O'Connell, Emily C (BIDMC - PACU - East)** shared this with you · Yesterday
11R 1-1-24 3621755 BIDMC IC/HE	Tue at 5:51 PM	Feeser, Baevin S (BIDMC - Infection Control)	**Klesch, Lilla (BIDMC - Infection Control)** shared this with you · Tue
Power_Up_Powerpoint_JB_Reference_12.2022 My Files	Mon at 1:49 PM	SharePoint App	


OneDrive
Search
My files
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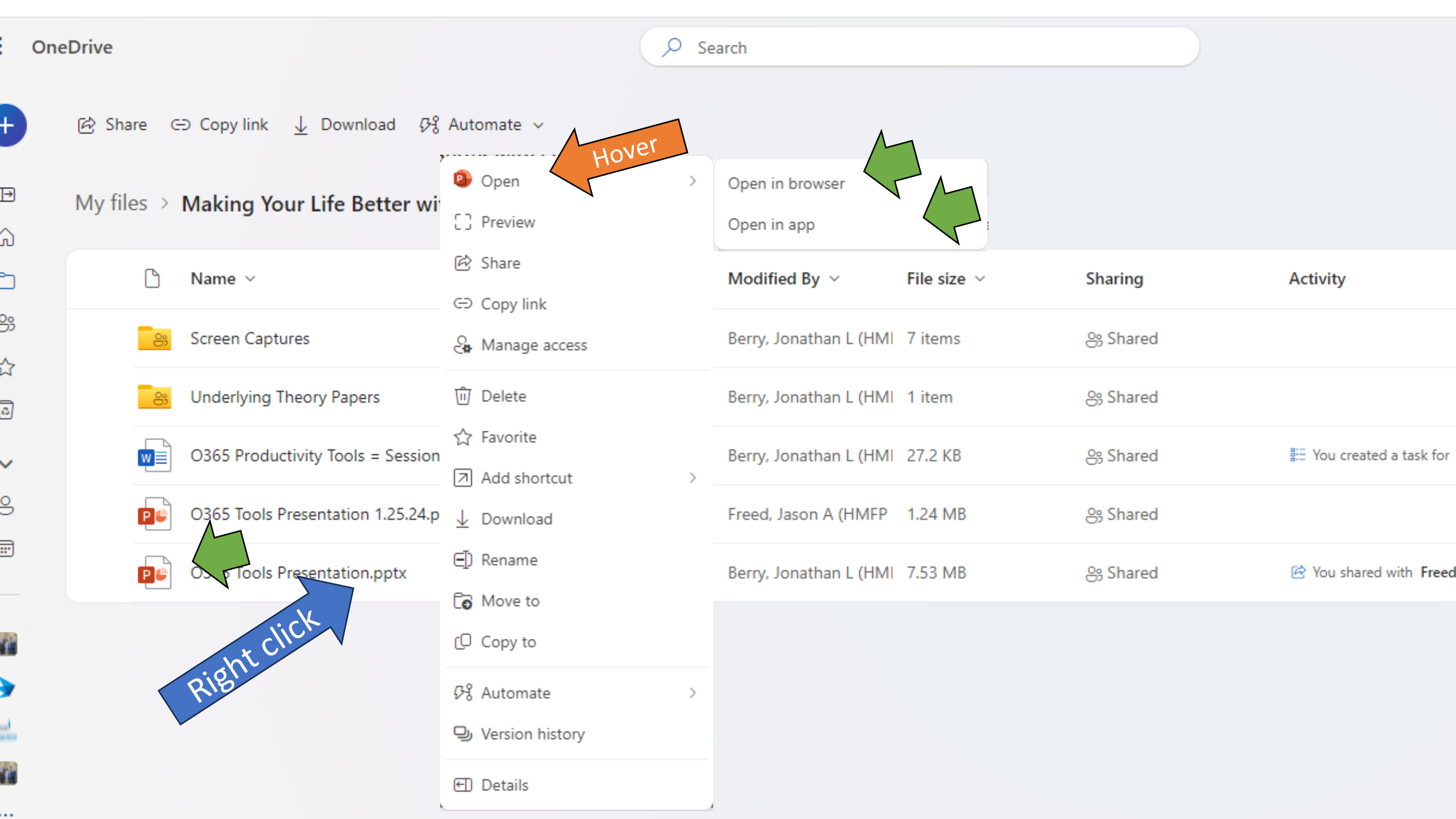
Apps January 11 Berry, Jonathan L (HMI 0 items Private
Archive - Consult and BMT Prep Monday at 11:52 AM Berry, Jonathan L (HMI 4 items Private
Attachments September 1, 2023 Berry, Jonathan L (HMI 6 items Private
Backups November 18, 2023 Berry, Jonathan L (HMI 2 items Private
BIDMC IM Intern Interviews November 2, 2023 Berry, Jonathan L (HMI 11 items Private
BMT Cases Project_ ASH MEI September 25, 2023 Berry, Jonathan L (HMI 22 items Private
CLT Project December 5, 2023 Berry, Jonathan L (HMI 18 items Private
Desktop September 1, 2023 Berry, Jonathan L (HMI 3 items Private
Documents September 1, 2023 Berry, Jonathan L (HMI 11 items Private
Educational Portfolio September 7, 2023 Berry, Jonathan L (HMI 2 items Private
GME Information Repository September 7, 2023 Berry, Jonathan L (HMI 2 items Private
GME Trainee Education Director September 7, 2023 Berry, Jonathan L (HMI 3 items Private


OneDrive
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Making Your Life Better wi
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Berry, Jonathan L (HMI
7 items
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Underlying Theory Papers
Berry, Jonathan L (HMI
1 item
Shared
O365 Productivity Tools = Session
Berry, Jonathan L (HMI
27.2 KB
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O365 Tools Presentation 1.25.24.p
Freed, Jason A (HMFP
1.24 MB
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Tools Presentation.pptx
Berry, Jonathan L (HMI
7.53 MB
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OneDrive

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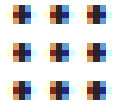
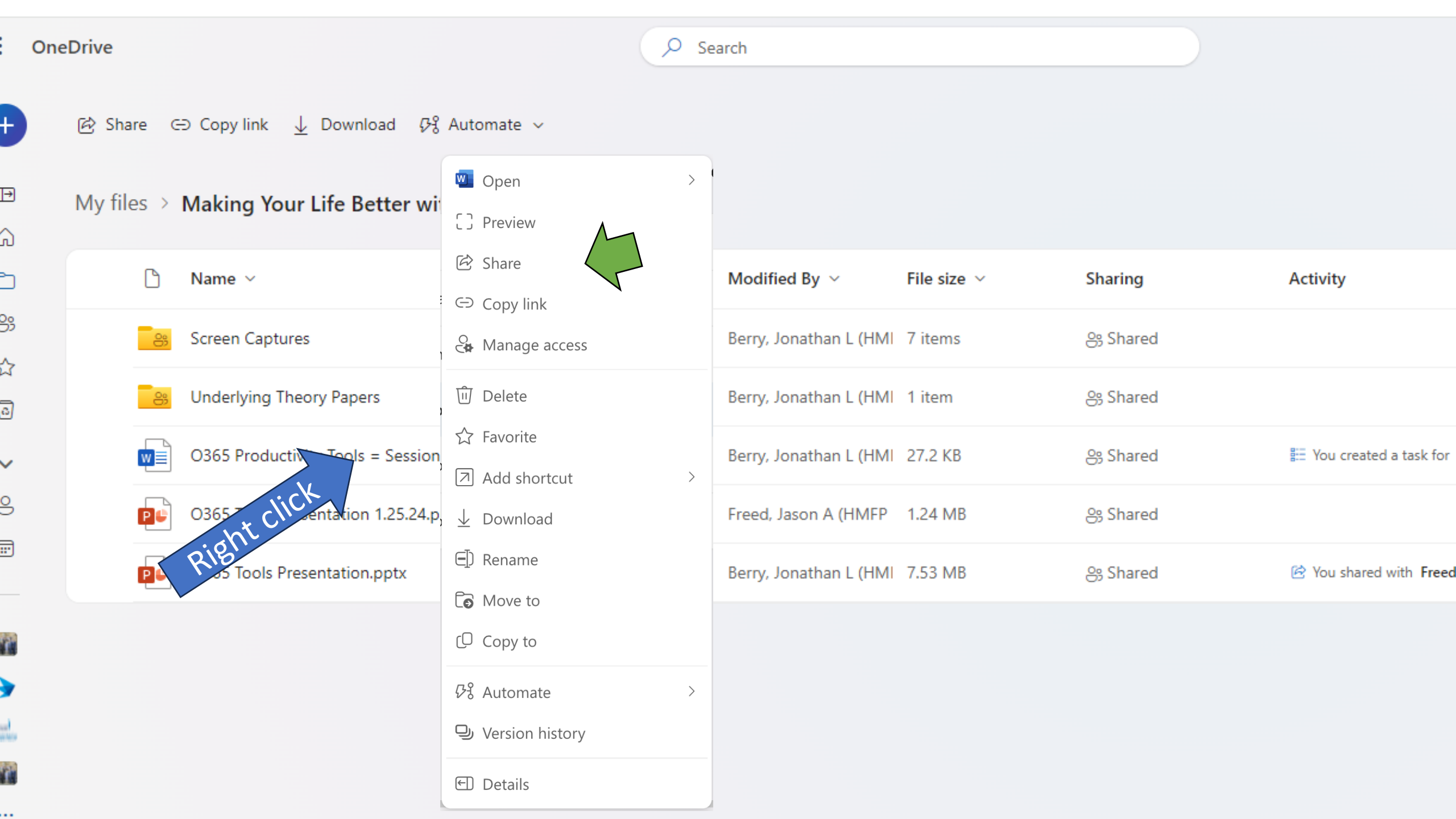
 Icon from outlook

Bookmark bar/saved hyperlink

Desktop app on your computer


OneDrive
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Preview
Share
Copy link
Manage access
Delete
Favorite
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Download
Rename
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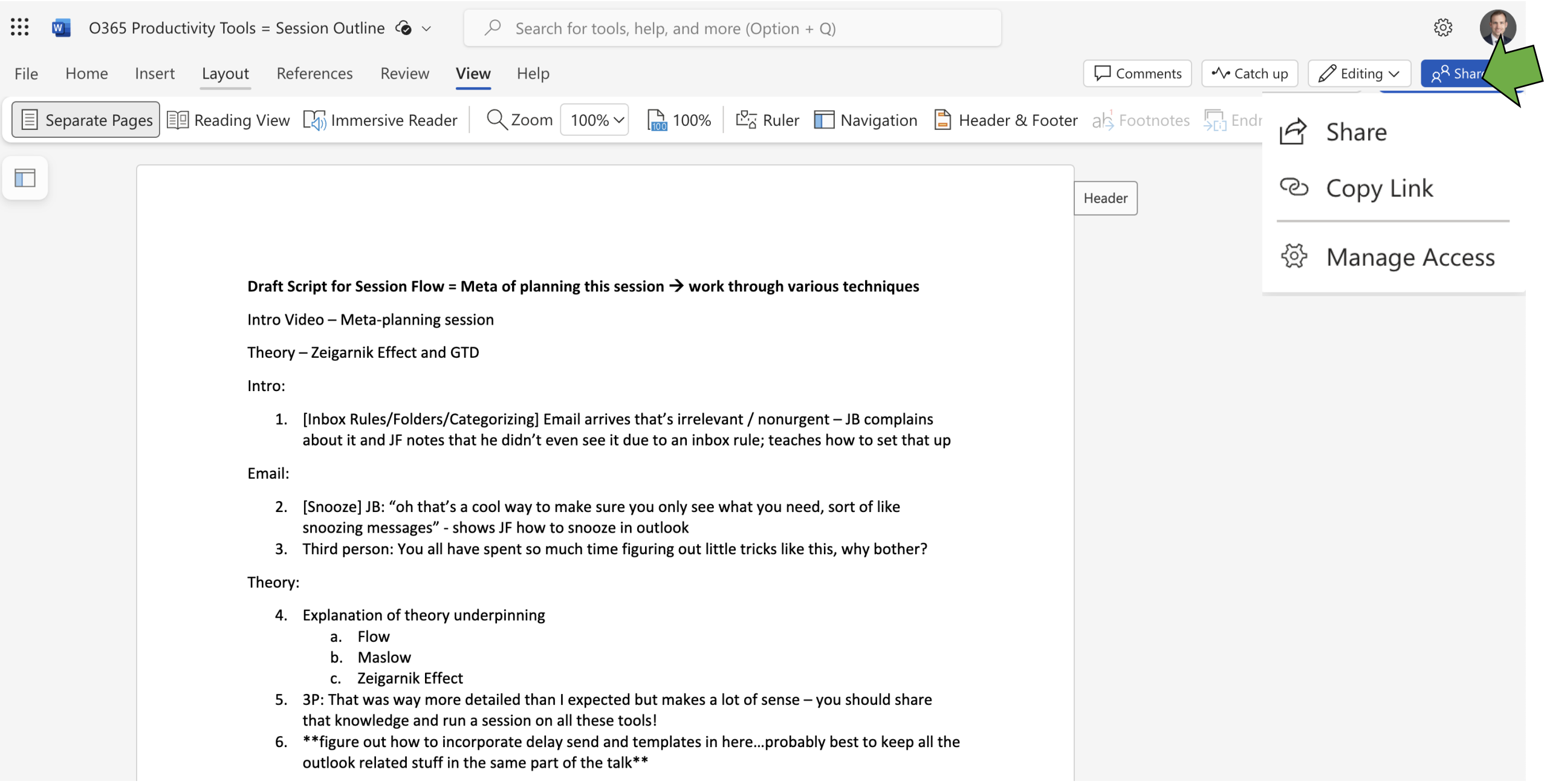

Draft Script for Session Flow = Meta of planning this session → work through various techniques

Intro Video – Meta-planning session

Theory – Zeigarnik Effect and GTD

Intro:

1. [Inbox Rules/Folders/Categorizing] Email arrives that's irrelevant / nonurgent – JB complains about it and JF notes that he didn't even see it due to an inbox rule; teaches how to set that up

Email:

2. [Snooze] JB: "oh that's a cool way to make sure you only see what you need, sort of like snoozing messages" - shows JF how to snooze in outlook
3. Third person: You all have spent so much time figuring out little tricks like this, why bother?

Theory:

4. Explanation of theory underpinning
    a. Flow
    b. Maslow
    c. Zeigarnik Effect
5. 3P: That was way more detailed than I expected but makes a lot of sense – you should share that knowledge and run a session on all these tools!
6. **figure out how to incorporate delay send and templates in here…probably best to keep all the outlook related stuff in the same part of the talk**

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Scheduling (Booking / Calendar):

7. JF – Not a bad idea, why don't we set up a time to start brainstorming

   JB – Starts to offer times and dates

   JF – [Booking] No no, there's a way simpler way to do that. Just look at my email signature and

Underlying Theory

- Maslow's Hierarchy of Needs: must meet basic needs before motivated towards higher level
- [x] Zeigarnik Effect: you remember unfinished tasks better than completed ones
    - Can be used to interrupt studying midway to improve comprehension
    - But if you leave "open threads" of tasks unaccounted for your brain keeps going back to them
- Flow Theory (Csikszentmihalyi): highest states of productivity require concentration without other tasks/ideas intermingling

List of microskills (x means I've incorporated it into the script/session template)

1. Email Based
    a. [**] Send later
    b. [x] Categorizing emails
    c. [x] Snoozing emails
    d. [**] Creating templates in outlook for text you write frequently like "Here's my personal zoom link ___" or "Here are directions to my office"
        i. Video created
    e. [x] Embedding polls in outlook emails
    f. [x] Inbox Rules
    g. [ ] Choose to attach v. in-line images – how relevant is this?
2. Shared Projects
    a. Word/Powerpoint/Excel

Assigned to you

Berry, Jonathan L (H...

Task assigned to Berry, Jonathan ...

@Berry, Jonathan L (HMFP - Hematologic Malignancies)

February 8, 2024 at 5:03 PM

@mention or reply

O365 Productivity Tools = Session Outline.docx

You assigned a task to yourself

@Berry, Jonathan L (HMFP - Hematologic Malignancies)

...equently like "Here's my personal zoom link ___" or "Here are directions to my office"
•Video created
•[x] Embedding polls in outlook emails
•[x] Inbox Rules
•[ ] Choose to attach v. in-line images – how relevant is this?
•Shared Projects
Word//==Powerpoint/==/Excel
•[x] Shared documents
•[x] Tagging
Microsoft To Do
•[x] Shared to do lists
•[x] Tagging
•Microsoft Teams
•[ ] How to create a team
•[ ] Access depends on team membership, not individual access
Calendar and Scheduling
•[x] Features to make...

Add a comment | Go to comment

Questions or Ideas to Share?

Microsoft To Do

- BIDMC | Mail - Berry, Jonathan L (HMFP

outlook.office.com/mail/

To Read | History | BIDMC Portal | To-Do | Mail | Calendar | OneDrive | Google Drive | Harvard Library | Course: 2022 MEI C... | Android SMS | ASH23 | BSO | BSO Medical... | All Bookmarks

Outlook | Search

Home | View | Help

Hematologic Malignancies ...
Tomorrow 08:00 ZOOM

New mail | Delete | Archive | Report | Sweep | Move to | ToDoist | Read / Unread

Favorites

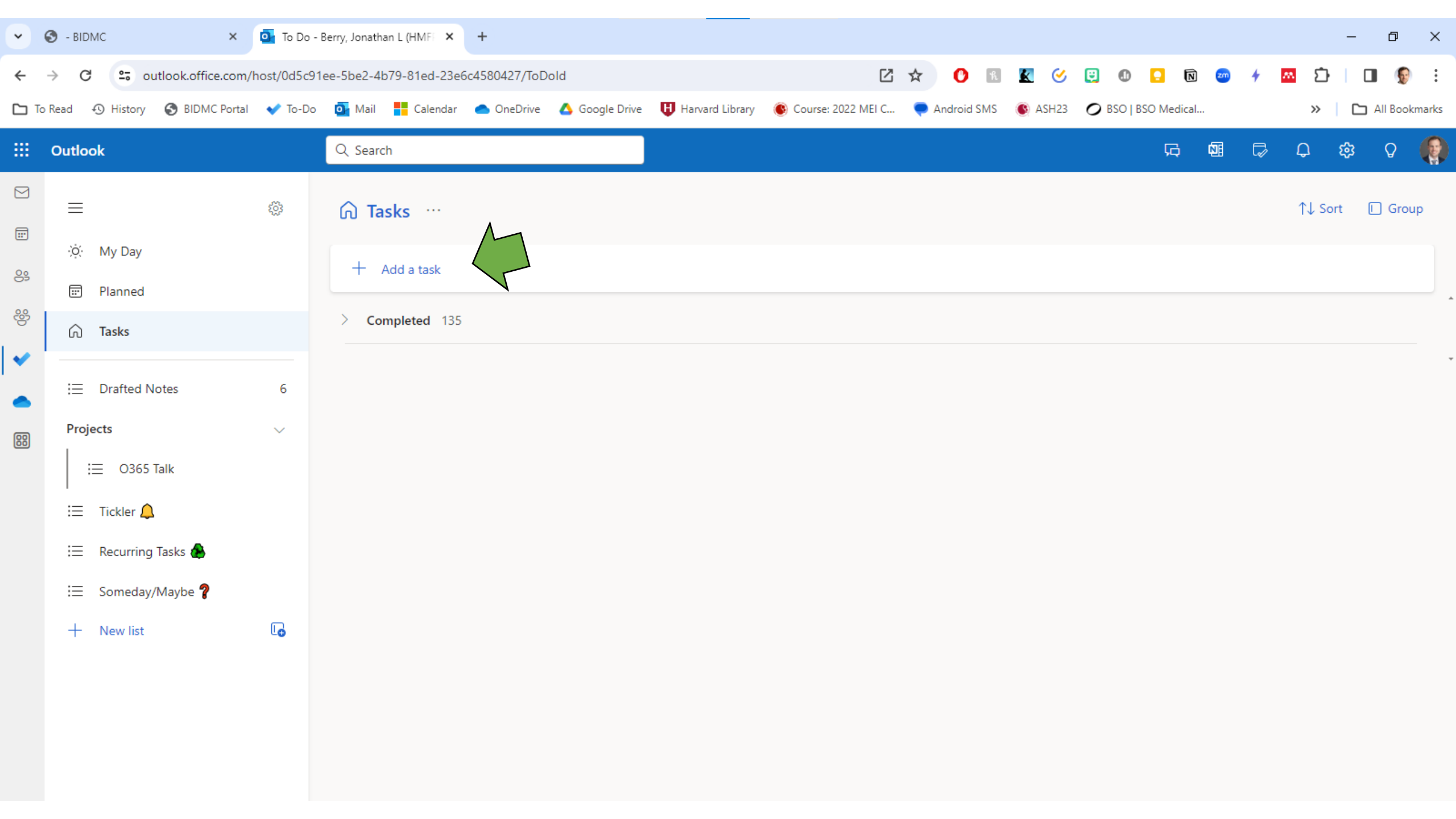
Folders

- Inbox
- Drafts 2
- Sent Items
- Snoozed 4
- Deleted Items
- Junk Email
- Archive
- Notes 4
- *Forms, Links, Templates
- @End of Day Review
- @Next
- @Waiting
- Clinical Care
- Conversation History

Inbox

All done for the day

Enjoy your empty inbox.


- BIDMC
To Do - Berry, Jonathan L (HMF
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To-Do
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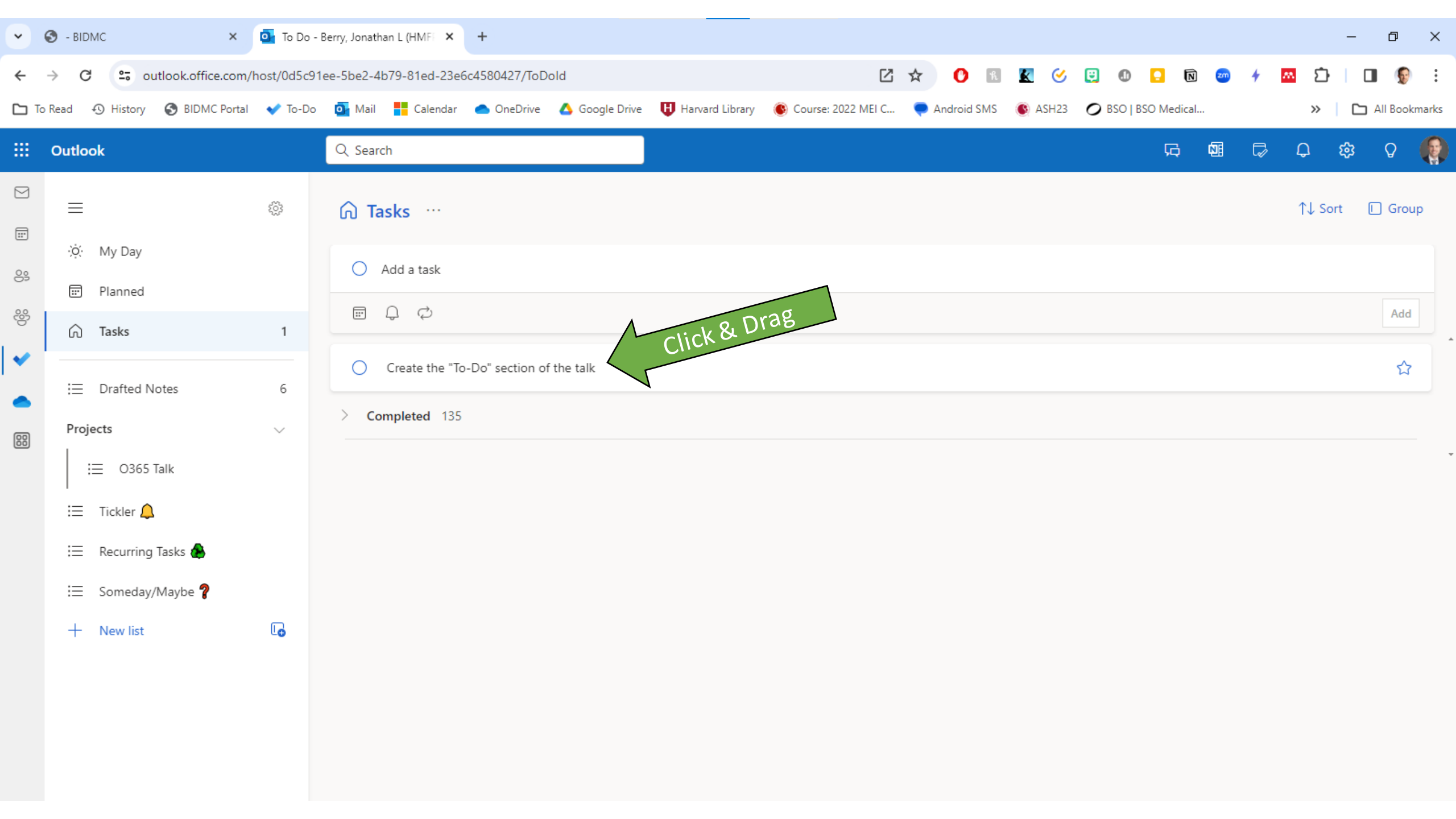
BSO | BSO Medical...
All Bookmarks
Outlook
Search
My Day
Planned
Tasks
Drafted Notes 6
Projects
O365 Talk
Tickler
Recurring Tasks
Someday/Maybe
New list
Tasks
Sort
Group
Add a task
Completed 135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All Bookmarks
Outlook
Search
My Day
Planned
Tasks 1
Drafted Notes 6
Projects
O365 Talk
Tickler
Recurring Tasks
Someday/Maybe
New list
Tasks
Sort
Group
Add a task
Add
Create the "To-Do" section of the talk
Click & Drag
Completed 135

- BIDMC

To Do - Berry, Jonathan L (HMF

outlook.office.com/host/0d5c91ee-5be2-4b79-81ed-23e6c4580427/ToDoId

To Read | History | BIDMC Portal | To-Do | Mail | Calendar | OneDrive | Google Drive | Harvard Library | Course: 2022 MEI C... | Android SMS | ASH23 | BSO | BSO Medical... | All Bookmarks

Outlook

Search

My Day

Planned

Tasks

Drafted Notes 6

Projects

O365 Talk 1

Tickler

Recurring Tasks

Someday/Maybe

New list

O365 Talk

Sort | Group | Share

Add a task

Add

Create the "To-Do" section of the talk

Right click

Add to My Day

Mark as important

Mark as completed

Due today

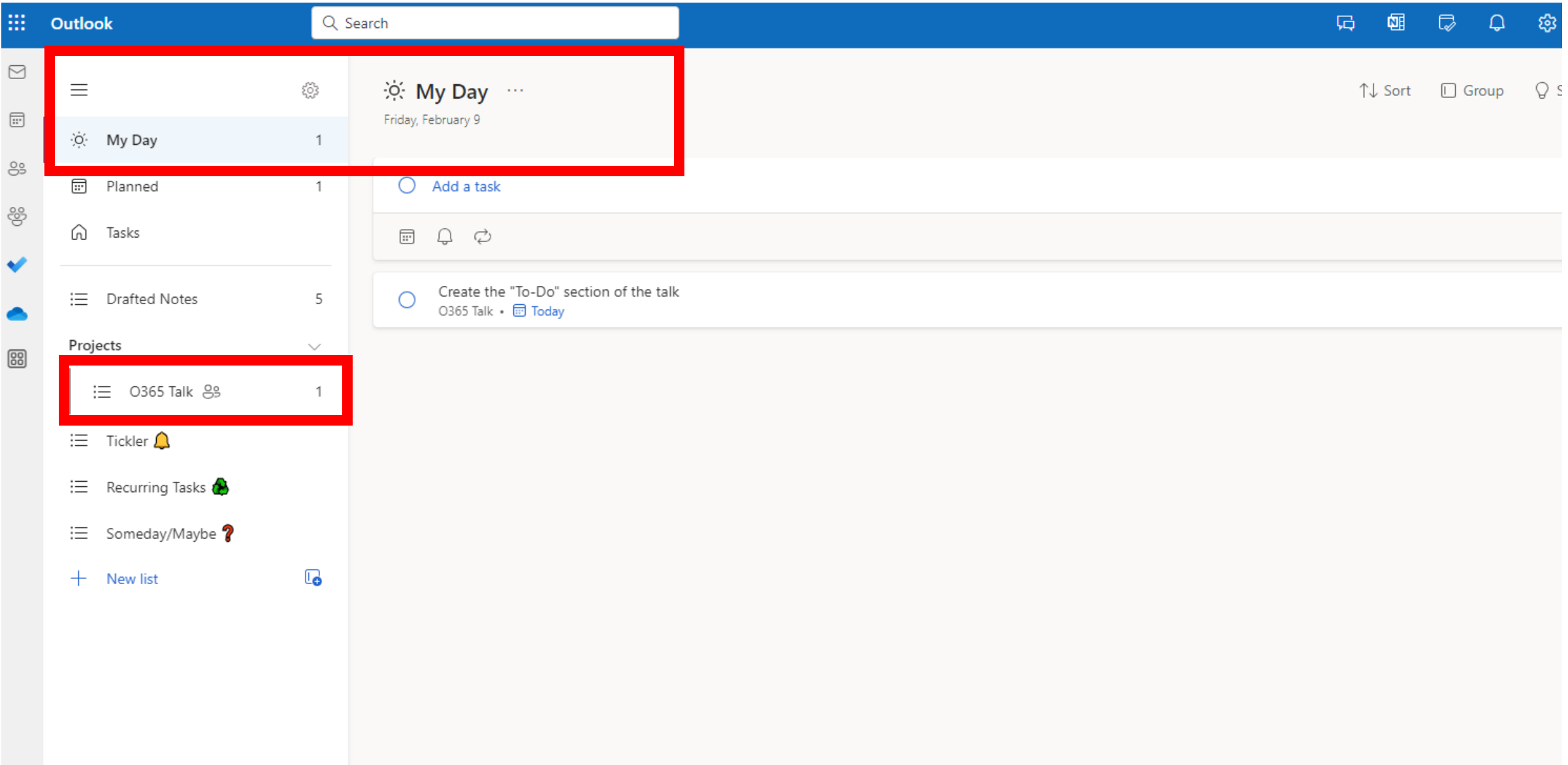
Due tomorrow

Create new list from this task

Move task to...

Copy task to...

Delete task


Outlook
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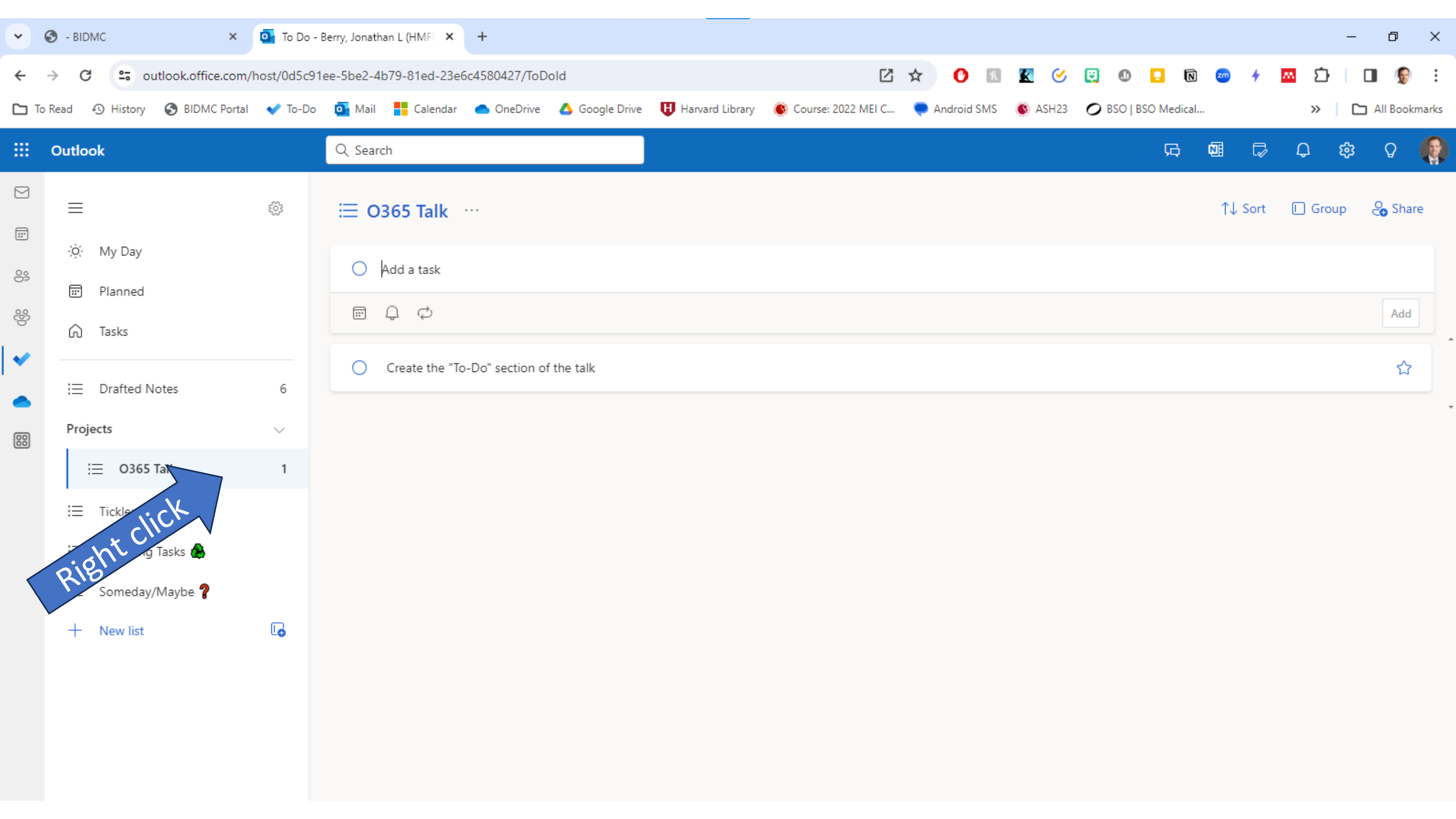
My Day
Friday, February 9
Sort
Group
My Day 1
Planned 1
Tasks
Drafted Notes 5
Projects
O365 Talk 1
Tickler
Recurring Tasks
Someday/Maybe
New list
Add a task
Create the "To-Do" section of the talk
O365 Talk • Today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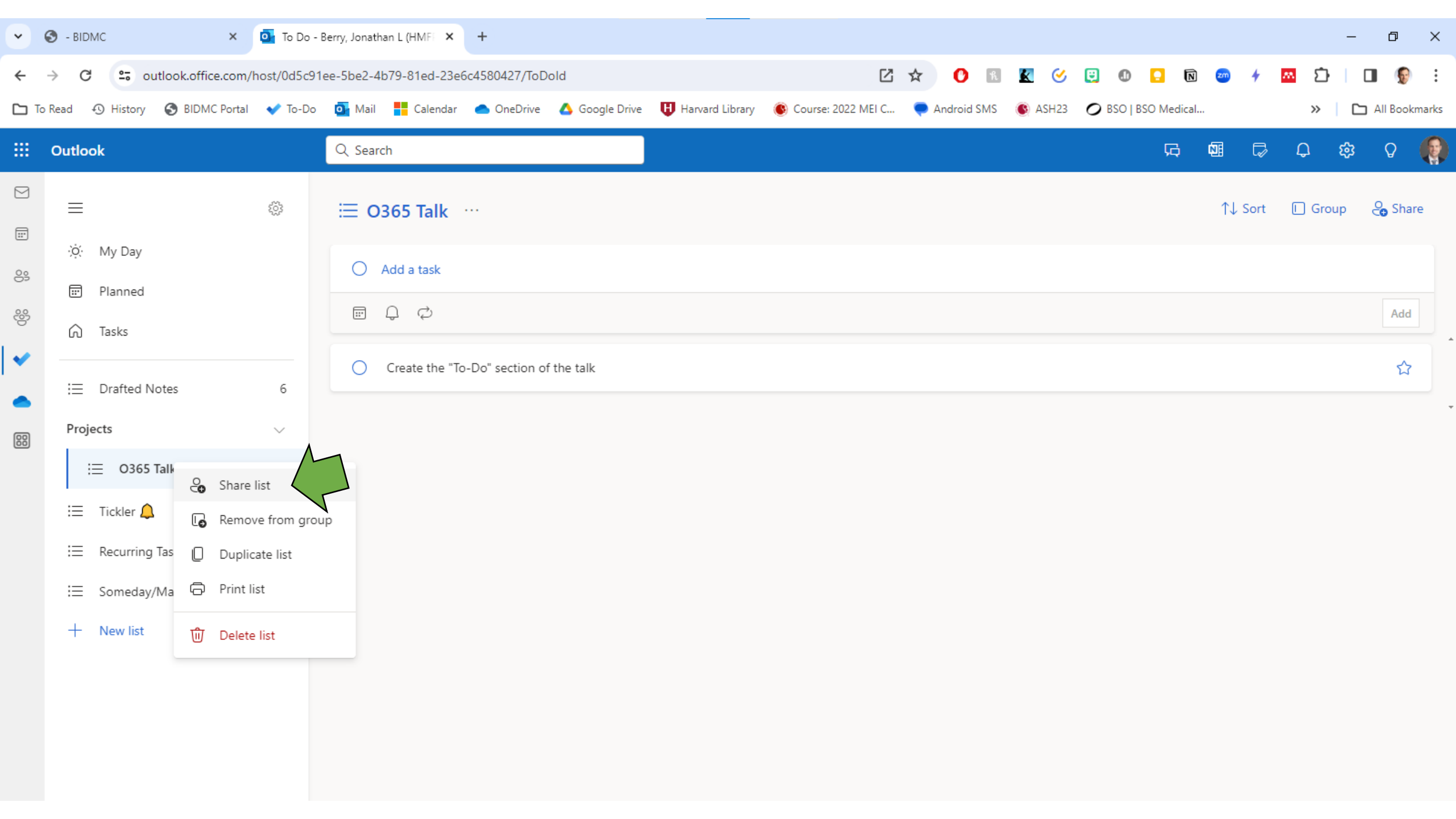
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Drafted Notes 6
Projects
O365 Talk
Tickler
Recurring Tas
Someday/Ma
New list
Share list
Remove from group
Duplicate list
Print list
Delete list
O365 Talk
Sort
Group
Share
Add a task
Add
Create the "To-Do" section of the talk

Outlook

Search

My Day

Planned

Tasks

Drafted Notes 6

Projects

O365 Talk 1

Tickler

Recurring Tasks

Someday/Maybe

New list

O365 Talk

Sort Group Share

Add a task

Add

Create the "To-Do" section of the tall

Share list

Invite some people. After they join, you'll see them here.

Create invitation link

Anyone in your organization with this link can join and edit this list.

Join my shared list in Microsoft To Do - Google Chrome

about:blank

Message Insert Format text Draw Options

Send From: jlberry@bidmc.harvard.edu

To Freed, Jason A (HMFP - Hematology and Hematologic Malignancies) Bcc

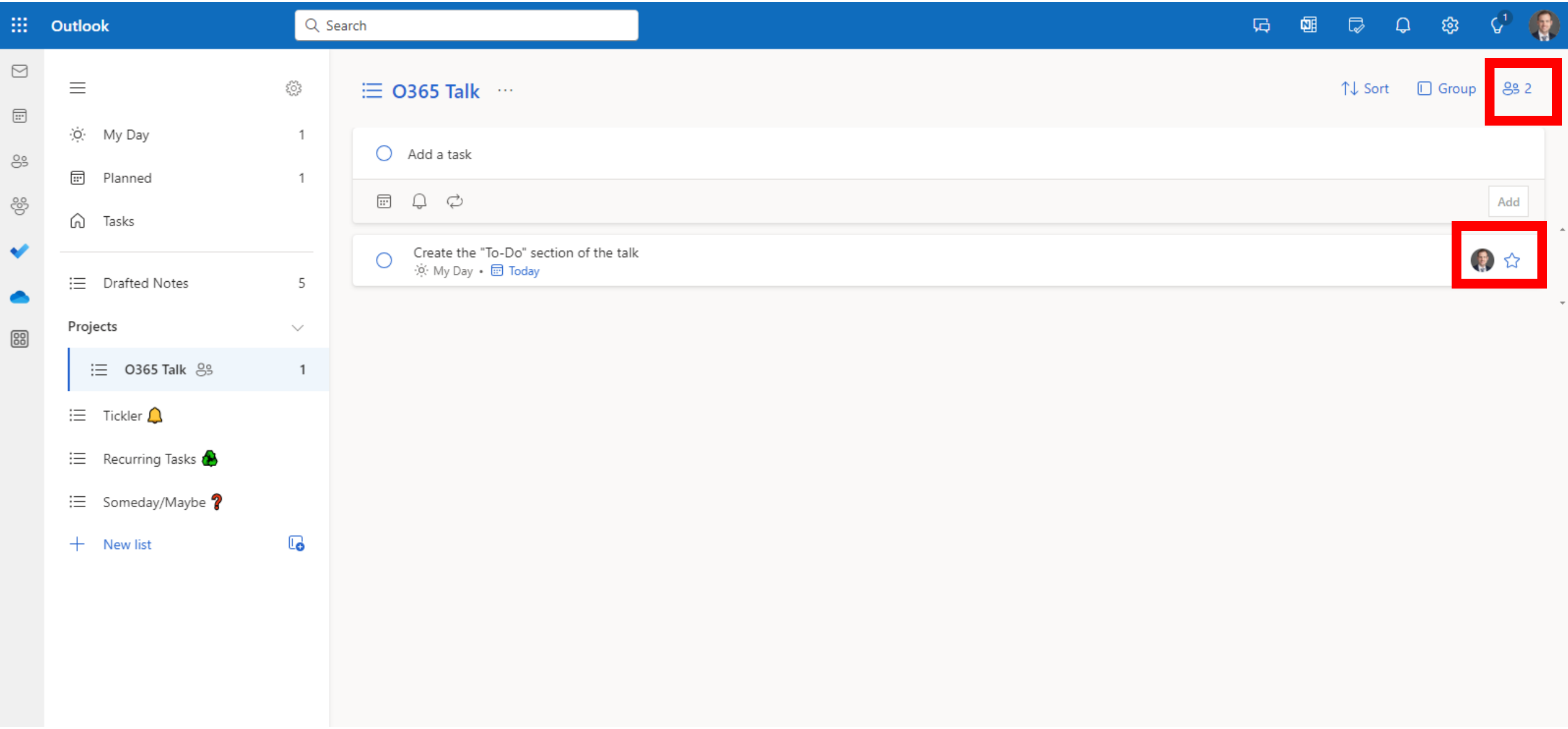
Cc

Join my shared list in Microsoft To Do

Please join “O365 Talk”, my shared list in Microsoft To Do. https://outlook.office.com/tasks/sharing?InvitationToken=UhjnGsQQZ3zUdjFXMzWqnwEa_xOII4Is4Iz02xxT2m4biaiawICSK-fR-e6GbBQis

Jonathan Berry, MD
Attending Physician, Hematology & Hematologic Malignancies, BIDMC
Clinic Phone: 617-667-2100 | Clinic Fax 617-754-8795
Office Phone (not for patient use): 617-667-0505
Pager: 32471

Book time to meet with me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Group
2
Add a task
Add
Create the "To-Do" section of the talk
My Day • Today

- Inbox Rules: Similar emails that you want to handle the same way automatically
- Snooze: Emails that you need to see at a certain time
- Scheduling Assistant: Great for 1:1 (or more) if everyone keeps their calendar updated
- Booking: Great for you to share with others
- Scheduling Poll: Coordinate ≥2 people

- Anything can be stored in OneDrive – figure out how you like to see files and how you want to access it
- You can open OneDrive files in the web apps or on the computer
- Shared documents let 2 or more people work on a file simultaneously or asynchronously
- Comment, tag (@) and even assign tasks to each other
- You can choose whether to send a file as a shared doc or an attachment

Share with us!

What other tools and strategies have you used?

jlberry@bidmc.harvard.edu

jfreed@bidmc.harvard.edu