



Personal Wellness -Keeping Yourself Sane

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I'm Chair!

Woah...I'm Chair...

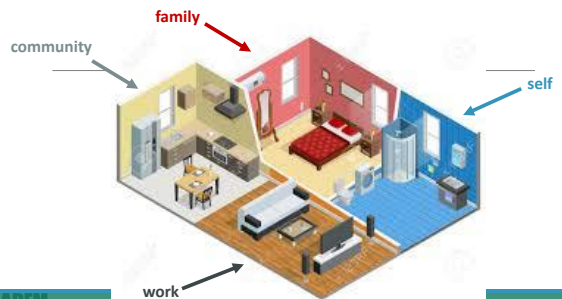


Personal Development Competencies for Chairs

- Manage calendar, communications & administrative support
- Cultivate self-awareness with effective interpersonal communication
- Assess one's own skills and leadership style
- Manage time effectively
- Balance various roles of department chair
- Evaluate and choose external leadership roles
- Manage transitions in leadership and roles
- Develop resiliency and self care routines



Sanity



Pretending on the outside...



Basic Tools



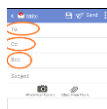
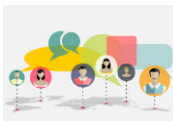
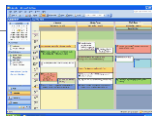
Manage calendar, communications & administrative support

Microsoft outlook

VIP status, email accounts

Text chat groups (groupme, whatsapp)

Delegate (cc one person just in case)



Cultivate self-awareness with effective interpersonal communication

Already done

How does this apply in each room of the house?



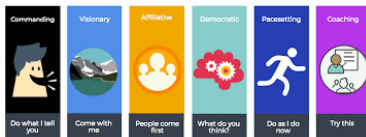
Assess one's own skills and leadership style

Review that job description & department goals – identify gaps

- What will you do yourself
- Who will you recruit to help you

Leadership Style

- method of providing direction, implementing plans, and motivating people.
- Who are you in each room of that house?



Manage time effectively

There are only 24 hrs in a day.

What are you doing in your day

- Map IT OUT
- Map out what you would like
- Start carving out time – set alarms daily!! 30/30 app, remind, todo

Email/Zoom/Phone Call vs live meeting

Combine meetings in same location

Common themes on certain days

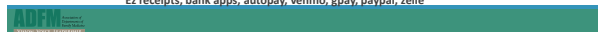
To Do List on Friday afternoon

Care.com, UberEats, Amazon, CVS app, etc

Waze, uber,

Countable, AAAP Advocacy alerts,

Ez receipts, bank apps, autopay, venmo, gpay, paypal, zelle



Balance various roles of department chair

VISION BOARD

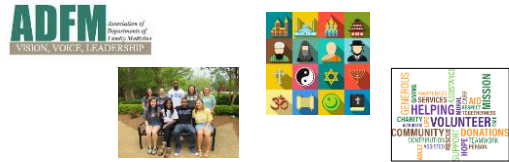
- Academic
- Operational
- Mentor
- Innovator
- Physician



Evaluate and choose external leadership roles

Taking care of your community (kitchen)

How do these complement vs supplement your work role (living room)



Manage transitions in leadership and roles

Today you plan for your next three years

- Where do you want to be
- What is the JD for that role
- What skills/experience do you need to have
- Who will take over from you
- Will it make you happy?



Develop resiliency and self care routines

Take care of the self (bathroom)

- Mind
 - education app, alexa for abfm, afp podcast, aa, headspace
- Body
 - Exercise app, fitbit, food 7min workout, 8fit, beachbody, homechef, go readymade, lose it,
- Soul
 - Meditation, pandora, starting your day, ending your day, relaxation sounds



10 Tips to Keep Your Sanity During a Home Renovation

- | | |
|----------------------|-------------------------|
| ▪ Have a clean room | ▪ Leave |
| ▪ Entertain the kids | ▪ Communication |
| ▪ Meal Prep | ▪ Don't stress the pets |
| ▪ Keep Organized | ▪ Make mock rooms |
| ▪ Exercise | ▪ Check the weather |

