



**FHE**

Future Healthcare Executives  
University of Wisconsin-Milwaukee

Participants In The ACHE Higher  
Education Network

**Volunteer  
Events**

- April 3<sup>rd</sup> Penny Challenge and "Pie your Professor"
- April 14 @ 9:00AM ~ UWM Hunger Clean Up
- May 5th Washington County Heart Walk

Sign Up Today for the Washington cty Heart walk by e-mail our Volunteer Chair Katie at kaklinke@uwm.edu



**FHE is on D2L!**

Check out your D2L for updates and announcements!

Look under the **Ongoing** tab!

**FHE- ACHE April Meeting**

Our next Meeting will be on Tuesday, April 3rd, at 4:30 p.m. in Union 181 and it will be an important one. Yes, it is true that Dr. Stegall will be getting a pie in his face, as we raise money for the American Heart Association, but more importantly we will be voting on our bylaws.

The student members of ACHE will vote to officially change their name and constitution during this meeting. The week prior to spring break the "Proposed FHE Constitution" was posted on the FHE Student Chapter D2L site. If you have not done so already please read over them, and be prepared to vote for or against its adoption at the April 3rd meeting. This document is VERY important and we do need your attendance and, hopefully, your support, in that this document officially

changes the name of the organization and formalizes the committee structure we have utilized over the past couple years. **PLEASE PLAN TO ATTEND AND VOTE!**

Besides the constitution and the pie, the April FHE meeting also includes Mark Hamilton, President Elect of the WI ACHE, as the speaker;

Mark A. Hamilton, FACHE, has over 22 years experience in healthcare administration. He received an MS in Public Health-Administration from the University of Missouri-Columbia and a BA in Business Administration from the University of Kansas. He has been affiliated with the University of Wisconsin Hospital and Clinics since 1992, serving as the Vice President of Ambulatory

Operations since 1996. Prior to joining the University of Wisconsin Hospital and Clinics, Mark served in various administrative roles at Methodist Hospital, Riley Hospital for Children and Indiana University Hospital, all part of the Clarian Health System in Indianapolis, Indiana. Mark attained Fellowship status in the College in 1996 by mentoring a junior executive at UW Hospital and Clinics.



Mark Hamilton  
VP at UW  
Hospitals

## Upcoming Social Events.

- April 17<sup>th</sup> Bowling in the Union.  
5:00-7:00pm



- May 10<sup>th</sup> FHE Spring Social
- May 11<sup>th</sup> CHS Awards

## The Spring Penny War!

Help raise money for the American Heart Association!

Collect pennies and bring them to the April Meeting.

The person who raises the most pennies gets to

## "Pie Your Professor"

Throw a Pie at Dr. Stegall !! for a good cause!



## Save the Dates!!!

Our **Spring Social** is on Thursday, May 10th and will be at the North Shore Country Club in Mequon. Lora Taylor, MPH will be our guest speaker. Lora works for UWM and Partnerships for Healthy Milwaukee. She holds a Masters of Business Administration from Marquette University and a Masters in Public Health from the University of Minnesota – Twin Cities School of Public Health. She will address public health topics at the social.



Lora Taylor

University of Wisconsin - Milwaukee



*Please join us for our annual spring social:*

*May 10th, 2007*

*North Shore Country Club*

*5:30 p.m.*



*Lora Taylor will be our guest speaker*

SAVE  
THE  
DATE

- *Dinner choices and pricing will be announced at a later date.*

- *Please RSVP by April 10th to [andream5@uwm.edu](mailto:andream5@uwm.edu)*

## Our Congress Experience

By FHE student members;  
Shara Terrill & Kristen Hitter

Have you heard about all the fun your fellow classmates had at ACHE Congress this year? Are you thinking about attending next year? This was our first year at congress and we want to share with you our experiences and why you should attend.

ACHE Congress was very beneficial; it gave us a great perspective of where we are headed and what to expect when pursuing a degree in healthcare administration. Congress also gave us the opportunity to practice our networking skills with other students and healthcare executives. ACHE organized a student track in which the sessions were designed to further educate us at the student level. Some sessions we found particularly beneficial were, *How to get the job you want in healthcare administration*, and *Job interviewing skills for the early careerist*. These sessions provided us with valuable information that we can start using today.

An opportunity for you to consider next year is applying to be a Program Assistant. Program assistants introduce the speakers before the sessions, handout materials, and assist the ACHE staff to ensure that Congress runs smoothly. This is a great opportunity because it allows the student to listen in on sessions normally reserved for executives and it also gives the student a chance to meet with the speakers before the sessions begin. Still not sold on becoming a program assistant? You also get reimbursed the \$275 Congress registration fee.

Overall, Congress was a great experience. We learned a lot and had a lot of fun! We will definitely be going to Congress again next year and hope you will too!

### FHE Business Cards

The FHE Business Cards are now available on our D2L site. You can download the Microsoft Publisher file, input your personal information, and then print them out from home!

# 2007 ACHE Congress on Healthcare Leadership

# New Orleans



# 13 Tips for More Effective Time Management

from Milwaukeejobs.com

## **1. SPEND TIME PLANNING AND ORGANIZING.**

Using time to think and plan is time well-spent. In fact, if you fail to take time for planning, you are, in effect, planning to fail. Organize in a way that makes sense to you. If you need color and pictures, use a lot on your calendar or planning book. Some people need to have papers filed away; others get their creative energy from their piles. So forget the "shoulds" and organize your way.

## **2. SET GOALS.**

Goals give your life, and the way you spend your time, direction. When asked the secret to amassing such a fortune, one of the famous Hunt brothers from Texas replied: "First you've got to decide what you want." Set goals which are specific, measurable, realistic and achievable. Your optimum goals are those which cause you to "stretch" but not "break" as you strive for achievement. Goals can give creative people a much-needed sense of direction.

## **3. PRIORITIZE.**

Use the 80-20 Rule originally stated by the Italian economist Vilfredo Pareto who noted that 80 percent of the reward comes from 20 percent of the effort. The trick to prioritizing is to isolate and identify that valuable 20 percent. Once identified, prioritize time to concentrate your work on those items with the greatest reward. Prioritize by color, number or letter — whichever method makes the most sense to you. Flagging items with a deadline is another idea for helping you stick to your priorities.

## **4. USE A TO DO LIST.**

Some people thrive using a daily To Do list which they construct either the last thing the previous day or first thing in the morning. Such people may combine a To Do list with a calendar or schedule. Others prefer a "running" To Do list which is continuously being updated. Or, you may prefer a combination of the two previously described To Do lists. Whatever method works is best for you. Don't be afraid to try a new system — you just might find one that works even better than your present one!

## **5. BE FLEXIBLE.**

Allow time for interruptions and distractions. Time management experts often suggest planning for just 50 percent or less of one's time. With only 50 percent of your time planned, you will have the flexibility to handle interruptions and the unplanned "emergency." When you expect to be interrupted, schedule routine tasks. Save (or make) larger blocks of time for your priorities. When interrupted, ask Alan Lakein's crucial question, "What is the most important thing I can be doing with my time right now?" to help you get back on track fast.

## **6. CONSIDER YOUR BIOLOGICAL PRIME TIME.**

That's the time of day when you are at your best. Are you a "morning person," a "night owl," or a late afternoon "whiz?" Knowing when your best time is and planning to use that time of day for your priorities (if possible) is effective time management.

## **7. DO THE RIGHT THING RIGHT.**

Noted management expert, Peter Drucker, says "doing the right thing is more important than doing things right." Doing the right thing is effectiveness; doing things right is efficiency. Focus first on effectiveness (identifying what is the right thing to do), then concentrate on efficiency (doing it right).

## **8. ELIMINATE THE URGENT.**

Urgent tasks have short-term consequences while important tasks are those with long-term, goal-related implications. Work towards reducing the urgent things you must do so you'll have time for your important priorities. Flagging or highlighting items on your To Do list or attaching a deadline to each item may help keep important items from becoming urgent emergencies.

## **9. PRACTICE THE ART OF INTELLIGENT NEGLECT.**

Eliminate from your life trivial tasks or those tasks which do not have long-term consequences for you. Can you delegate or eliminate any of your To Do list? Work on those tasks which you alone can do.

## **10. AVOID BEING A PERFECTIONIST.**

In the Malaysian culture, only the gods are considered capable of producing anything perfect. Whenever something is made, a flaw is left on purpose so the gods will not be offended. Yes, some things need to be closer to perfect than others, but perfectionism, paying unnecessary attention to detail, can be a form of procrastination.

## **11. CONQUER PROCRASTINATION.**

One technique to try is the "Swiss cheese" method described by Alan Lakein. When you are avoiding something, break it into smaller tasks and do just one of the smaller tasks or set a timer and work on the big task for just 15 minutes. By doing a little at a time, eventually you'll reach a point where you'll want to finish.

## **12. LEARN TO SAY "NO."**

Such a small word — and so hard to say. Focusing on your goals may help. Blocking time for important, but often not scheduled, priorities such as family and friends can also help. But first you must be convinced that you and your priorities are important — that seems to be the hardest part in learning to say "no." Once convinced of their importance, saying "no" to the unimportant in life gets easier.

## **13. REWARD YOURSELF.**

Even for small successes, celebrate achievement of goals. Promise yourself a reward for completing each task, or finishing the total job. Then keep your promise to yourself and indulge in your reward. Doing so will help you maintain the necessary balance in life between work and play. As Ann McGee-Cooper says, "If we learn to balance excellence in work with excellence in play, fun, and relaxation, our lives become happier, healthier, and a great deal more creative."