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Managing Your Time and Energy Portfolio

Ariela Marshall, MD, *University of Minnesota*

Amanda Nizam, MD, *Cleveland Clinic*



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How would you rate your current energy level?*

1. Excellent: I'm up every day ready to go and my battery stays charged all day
2. Pretty good: My energy is pretty good most days, but getting drained by end of the day
3. Fair: I never feel entirely energized, but I remain motivated to do what I need to
4. Not so great: I am pretty tired most of the time but still get the essentials done
5. Really terrible: I'm constantly VERY tired and unmotivated to do even essential tasks

*NOT an official validated tool; please consult a mental health professional if you feel depressed as depression can cause many symptoms similar to this!

How would you rate the manageability of your current workload?*

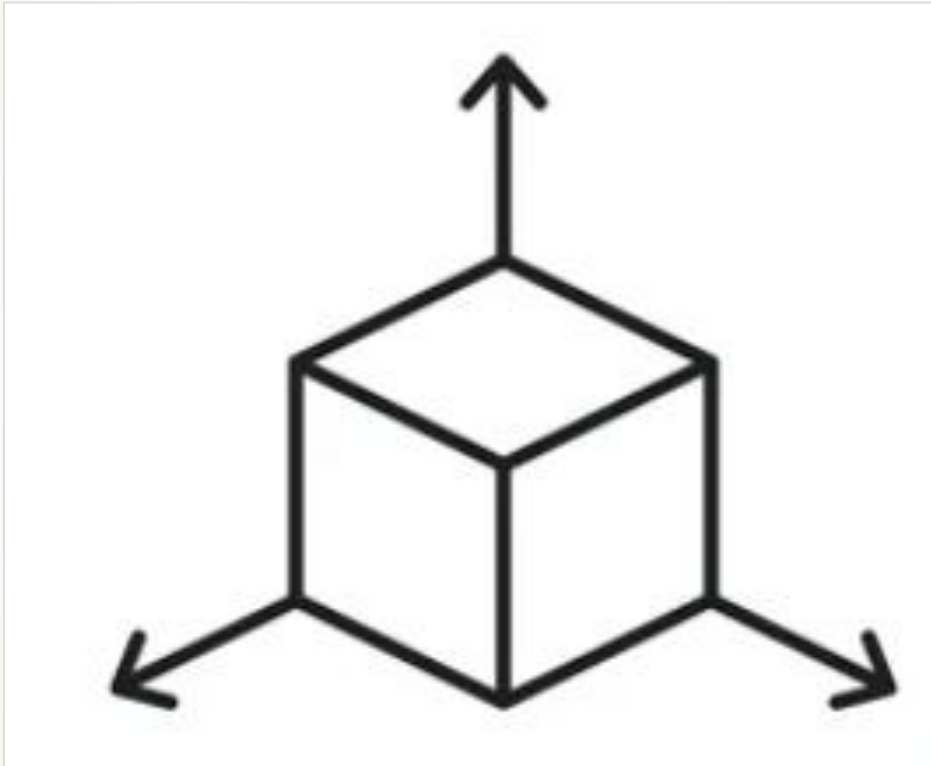
1. Excellent: Totally manageable, give me more!
2. Pretty good: I'm not struggling/super stressed but can't take on more
3. Fair: I'm not super stressed, but I don't feel on top of things
4. Not so great: I'm stressed most days about how to do everything I need to
5. Really terrible: I'm constantly stressed and feeling behind

*NOT an official validated tool

Level 1: Time versus Energy



Level 2: Time versus Energy versus CAREER IMPACT



Ideal:

Not much time/energy but high impact
[almost impossible to find]

AVOID at all costs:

High time/energy but low career impact

Consider with caution, but be smart about it:

1. High time, low energy with high career impact *[run it in the background, outsource]*
2. High energy, low time with high career impact *[block a certain amount of time]*

The Opportunity Cost of “Yes”

An opportunity does not need to be **bad** to be the wrong opportunity.

Every “yes” has a hidden cost:

- Time: hours on the calendar
- Energy: cognitive/emotional load
- Recovery: what it takes to recharge afterward
- Opportunity cost: what you will not be doing instead

Bottom line: Ask, “What am I willing to trade for it?”

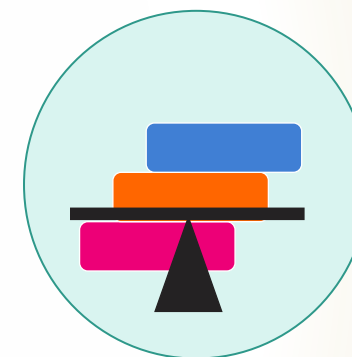
Your Time and Energy are your Currency: Spend Wisely!

- Consider the cost versus the benefit of any new ask or “opportunity”
- Everyone has different goals so everyone has a different local currency!
- Don’t get into a deficit – you pay interest (fatigue, poor work-life integration) when you borrow too much of your time and energy
- You can lend your currency to others: help trainees develop in their careers AND remove some items off your to do list!

If Time and Energy are the Currency, the Portfolio Needs Periodic Rebalancing...

Your portfolio balance should change as your **career** and **life** evolve

WHAT TO DO	PORTFOLIO ROLE
INVEST	High-impact work aligned with where you want to go
PROTECT	Work that energizes you or represents your unique contribution
DELEGATE	Important work that does not require you
DIVEST	Low-impact commitments that persist mainly because you already said yes



rebalance intentionally

Periodically ask: What should I do more of? What should I stop doing? What no longer belongs in my portfolio?