

Time Management

Managing Time

Balance is the key

- Make time to meet individual, family, and professional needs/goals
- Putting off assignments may lead to increased anxiety and more stress

What are your biologic rhythms, and how do you use them?

- Biorhythms affect energy levels
- Determine your high-energy times

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Managing Time---What is meant by right and left brain dominance, and where is my brain?

Left-brain	Right-brain
<ul style="list-style-type: none"> ▪ Process information and approach time in a linear sequential manner ▪ Want to know the rules ▪ Usually able to meet goals ▪ Lists and calendars ▪ EXTREME—unable to relax 	<ul style="list-style-type: none"> ▪ Resists rules and schedules ▪ Creative, flexible thinkers ▪ Looks at projects as a whole ▪ EXTREME—unable to meet dead lines/guilt

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Managing My Physical Environment

A place for everything and everything in its place

- Compartmentalize
- Color-code
- Convenience
- Declutter

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Managing My Physical Environment

What about all the paper work?

- Home?
 - A—ASAP; priority
 - B—Better do it but can be delayed
 - C—Can wait 'til later; When I get to it
 - D—Don't worry about it; nice to do
- Clinical?
 - Remember, chart as you go—don't wait until the end of the shift

What about managing the phone in clinical?

- Polite comments at beginning and end of conversations; clear; "just one minute"
- Focus on business

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Managing My Physical Environment

What about all that e-mail?

- Restrict work or school e-mail to one account and another for personal e-mail
- Use your delete key aggressively and eliminate junk e-mail without reading it

How can I deal with all those interruptions?

- Spend a few minutes in a quiet place
- Take several deep, slow breaths
- Evaluate what needs to happen next

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Managing My Physical Environment

How can I manage my calendar?

- Leave white space (nothing) in your schedule so you will have time for yourself and family or schedule noninterruptible time for both
- Strategy: Leave some extra time before and after every major event to allow for transition

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Managing Tasks

How do I deal with procrastination?

- Consider the consequences if you don't do it
- The earlier, the better
- "By the inch, it's a cinch"
- Reward yourself
- Avoid the myth of perfection

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Managing Others

- Minimize time spent with individuals who constantly complain and criticize
- Use assertive communication and communicate directly with the person with whom you are having a problem

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Managing Your Goals

Begin by listing

- Reward yourself as you cross out items on your to-do list

Prioritize with the ABCD system

- Develop daily (or time) benchmarks that allow you to assess your daily progress in relation to the time spent on a specific project

Keep it going

- Continuously review lists, schedules, and outcomes

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Managing Time in the Clinical Setting

- Get organized before shift report
- Prioritize your care
- Plan time for charting
- Request consistent patient assignments whenever possible
- Organize your work by patient
- Develop and use assertive communication

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Managing Time in the Clinical Setting

What about delegating and time management?

- 50% of nursing time spent on non-nursing activities
- Overcome myth of perfection
- Teach/train others to do delegated tasks

How do I know what and when I can delegate?

- Know Nurse Practice Act
 - Identify tasks and activities that can be completed by others
- Assessment should not be delegated
- Only RNs evaluate

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