

## Jamison: Patient Education and Wellness

### HANDOUT 14.15: TIPS FOR TIME MANAGEMENT



#### List the tasks

- Identify and choose to spend your time doing:
  - things that you value
  - those things that will help you achieve your goals
- Delegate where appropriate



#### Prioritize your tasks

Urgent matters require immediate attention. Important matters contribute to goals and values. Important matters have to do with results.

Classify tasks using a two-by-two table according to their importance and urgency:

- urgent and important. Do these right away.
- not urgent and important. Enjoy doing these at your leisure. However, remember the more time you spend on these tasks before they become urgent, the less stress you will be creating for yourself.
- urgent and not important. Why spend your precious time on unimportant tasks? Are you being busy for the sake of being busy?
- not urgent and not important. Only consider a future task if it is likely to become important.

We react to urgent matters. Important matters that are not urgent need more initiative and provide an opportunity for being proactive.



#### Get started

- Have a routine of getting down to work. Don't waste time contemplating how you would prefer to be elsewhere.
- Get a quiet work area where interruptions are unlikely.
- Break large tasks into smaller manageable chunks.
- Be alert to breakpoint efficiency. Work on a task until it has reached a stage of completion at which it is an acceptable standard. Perfectionism can be the enemy of productivity.



#### Draw up a timetable

Good planning includes:

- allowing some time for emergencies
- making appointments in time slots, i.e. appointments have starting and finishing times
- handling paper once. Scan documents and make decisions – immediately prioritize your tasks. Using four categories, identify those to:
  - discard (the unimportant group)
  - file as important for action at a later date
  - act upon. Tasks in this urgent and important category are further subdivided according to how long they are likely to take. Those which are brief are best responded to immediately and got out of the way. The remainder are undertaken as soon as time permits
- reviewing your timetable in view of evolving events

**Refine your thinking processes**

For quick assessment of ideas, use in sequence the:

- yellow hat – the advantages
- black hat – the disadvantages
- red hat – how the idea ‘feels’

See

Procrastination

<http://www.webmd.com/balance/guide/its-never-too-late-to-stop-procrastinating>

<http://www.webmd.com/video/why-we-procrastinate>

Energy boost

<http://women.webmd.com/features/fatigue-fighters-six-quick-ways-boost-energy>

<http://www.webmd.com/video/ornish-boost-energy>

<http://www.webmd.com/balance/features/afternoon-energy-boosters>