

TIME MANAGEMENT

Objective

- ☐ Discuss effective time management processes.
 - ☐ Able to apply time management in nursing work
-





About time

- Better late than never.
- Time is memory.
- One day is worth two tomorrows.
- Lost time is never found again.
- Time affects both money and quality. (Severance & Cervantes, 1996)

Time management is a deliberative process of identifying and focusing on the activities needed To accomplish task and goal (Diane L. Huber, 2006)



TIME MANAGEMENT PROCESS IS CONTINUOUS AND ONGOING AND INVOLVES A CYCLE OF ANALYZING, PLANNING, REANALYZING, AND REPLANNING WITH THE FOLLOWING EIGHT STEPS (FERNER,1995)

- Analysis of current time use with time logs
- Analysis of time logs to identify time problems, cause, and solutions
- Self assessment
- Setting goals and establish priorities
- Developing action plans that define tasks, resource needs and time frames
- Implementing action plans via planning guides, schedules, and to-do lists
- Developing techniques and solutions to improve time management problems
- Follow-up and reanalysis



FACTOR OF TIME MANAGEMENT

- Importance of time
- Planning
- Set priority
- Delegation
- Set task

PRIORITIZATION IS A KEY ASPECT OF TIME MANAGEMENT.

The four-quadrant TO DO List



Urgent

Non urgent

Important

1

2

**Not
Important**

3

4

EFFECTIVE TIME MANAGEMENT IS BLOCKED BY

(Rocchiccioli&Tibuly,1998)

- Procrastination
- Perfectionism
- Inability to priotize

“Procrastination is the thief of time”

Avoid procrastination by

- Changing attitude and behavior
- Time schedule and establish deadlines
- Set priority and do the task
- Give reward for yourself.



“ Perfectionism is the need to do everything exactly right-to be perfect.”

The antidote to perfectionism is to set acceptable and relistic standards for goal achievement.



MANAGING TIME AT WORK

Shift Report

: Before making a plan for the shift, use the previous shift's report to determine tasks and priorities.

Write the Shift Action Plan

: is a written plan based on a shift assessment and sets the priorities for the accomplishment of outcomes
: Making assignments and should include delegation of nonnursing tasks
: Establish deadlines for accomplishment of the tasks.



MANAGING TIME AT WORK

Implement the Plan

- : begins with the initial patient care rounds**
 - : Scheduling treatments and monitoring**
 - : Planning for equipment and supply availability**
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Evaluation of Outcome Achievement

- : At the end of the shift, reexamine the shift action plan**
 - Did you achieve the outcomes? If not, why not?**
 - Were there staffing problems or patient crises?**
 - What did you learn from this for future shifts?**



MANAGING TIME AT WORK

Shift Time Wasters

: Review shift activities to identify time wasters such as procrastination, indecisiveness, nonessential interruptions, lack of delegation, and so on.



NURSE MANAGER AND TIME MANAGEMENT

CONTINUALLY ANALYZE AND EXAMINE HOW TIME IS SPENT.

SET GOAL : SHORT TERM, INTERMEDIATE AND LONG TERM. FOCUS ON
GOAL ATTAINMENT AND **GET START**.

SET PRIORITIES.

: IMPORTANCE URGENCY → IMMEDIATELY

: IMPORTANCE NON URGENCY → PLANNING

: NON IMPORTANCE URGENCY → DELEGATE

: NON IMPORTANCE NON URGENCY → ASSIGNMENT

PLANNING : PLAN EACH DAY, EACH WEEK, EACH SEMESTER

KEEP DAILY TO-DO LISTS AND CONTINUALLY REPRIORITIZE THEM.

USE A TIME LOG, CALENDAR, OR OTHER SCHEDULING DEVICE.



NURSE MANEGER AND TIME MANAGEMENT

DECLINE TO PARTICIPATE IN TIME-WASTING ACTIVITIES.

- : DO THINGS YOU DO NOT TO DO.

- : UNNECESSARY OR POORLY RUN MEETING.

- : INTERRUPTIONS (TELEPHONES CALLS, DROP IN VISITORS)

- : USE A LONG TIME TO READ.

CAPITALIZE ON TECHNOLOGY TO ASSIST TIME MANAGEMENT.

MAKE YOUR OFFICE COMFORTABLE FOR YOU

LEARN TO SAY “NO”

END THE WORK DAY AS CLOSE TO ON-TIME AS POSSIBLE.

	Monday	Tuesday	Wednesday	Thursday	Friday
10:30 am	33-107 DH 2315		33-107 DH 2315		33-107 DH 2315
11:00 am					
11:30 am					
12:00 pm					
12:30 pm		15-211 DH 2315		15-211 DH 2315	
1:00 pm	15-211 SC 203		15-211 SC 203		
1:30 pm					
2:00 pm		18-240 DH 2315		18-240 DH 2315	
2:30 pm					
3:00 pm					
3:30 pm		18-200 DH 2210	18-200 SH 206	18-200 DH 2210	
4:00 pm					
4:30 pm					
5:00 pm		33-107 WeH 5403		33-107 WeH 5403	
5:30 pm					
6:00 pm					
6:30 pm					
7:00 pm					
7:30 pm					
8:00 pm			18-240 HH 1303		
8:30 pm					
9:00 pm					
9:30 pm					

Course	Sec	Units	Professor	Course Name
15-211	E	12.0	Blum, Goldstein	Fundamental Strucs of Computer Science I
18-200	C	12.0	Hoburg	Mathimatical Foundations of EE
18-240	B	12.0	Thomas	Fundamentals of Computer Engineering
33-107	G	12.0	Meyer, Feenstra	Physics for Engineering Students II
80-210	A	9.0	Scheines	Introduction to Logic

TIME LOG

	ACTIVITY										BUSINESS FUNCTION		NOTES						
TOTAL	READING	DICTION	PREP WORK	PHONE CALLS	CONSULTATIONS	MEETINGS	INSPECTIONS	TRAVEL	PLANNING	OTHER	SALES	TRAINING	PRODUCTION	FINANCE	PERSONNEL	CUSTOMER RELATIONS	ADMIN	ROUTINE	OTHER
7:00- 7:15																			
7:15- 7:30																			
7:30- 7:45																			
7:45- 8:00																			
8:00- 8:15																			
8:15- 8:30	X																		CHATTING
8:30- 8:45		X																	INCOMING MAIL
8:45- 9:00					X														MAIL
9:00- 9:15	X																		MISC. PHONE CALLS
9:15- 9:30	X																		READING NEWSPAPER
9:30- 9:45																			READING TRADE JOURNAL
9:45-10:00																			COFFEE BREAK
10:00-10:15																			COFFEE BREAK
10:15-10:30																			ACME - WARRANTY PROBLEM
10:30-10:45																			SAW RICHARDSON
10:45-11:00																			"
11:00-11:15																			WORK ON SALARY SCHEDULE
11:15-11:30																			"
11:30-11:45																			"
11:45-12:00																			WEEKLY REPORT
12:00-12:15																			SAW OFFICE MACHINE SALES PERSON
12:15-12:30																			LUNCH WITH RICHARDSON
12:30-12:45																			"
12:45- 1:00																			"
1:00- 1:15																			"
1:15- 1:30																			RETURN TO OFFICE
1:30- 1:45																			RETURNED MISC. PHONE CALLS
1:45- 2:00																			"
2:00- 2:15																			MET WITH BOSS
2:15- 2:30																			"
2:30- 2:45																			PERSONAL ERRANDS
2:45- 3:00																			"
3:00- 3:15																			TRAVEL TO SEE JOHNSON
3:15- 3:30																			JOHNSON MEETING
3:30- 3:45																			"
3:45- 4:00																			RETURN TO OFFICE
4:00- 4:15																			CHAT WITH ROGERS
4:15- 4:30	X																		DICTATION ON SALARY SCHEDULE
4:30- 4:45																			READ PM NEWSPAPER
4:45- 5:00																			SAW MURPHY RE NEW PROCEDURES

ตัวอย่าง GANTT CHART

[illegible]

**Huber D.L. (2006). *Leadership and Nursing Care Management*. 3th edition.
Philadelphia: Elsevier.**

**Tomey A.M. (2004). *Guide to nursing management and leadership*. 7th edition.
St. Louis: Mosby.**
