

Time Management

The Path to High Self-Performance in Nursing School

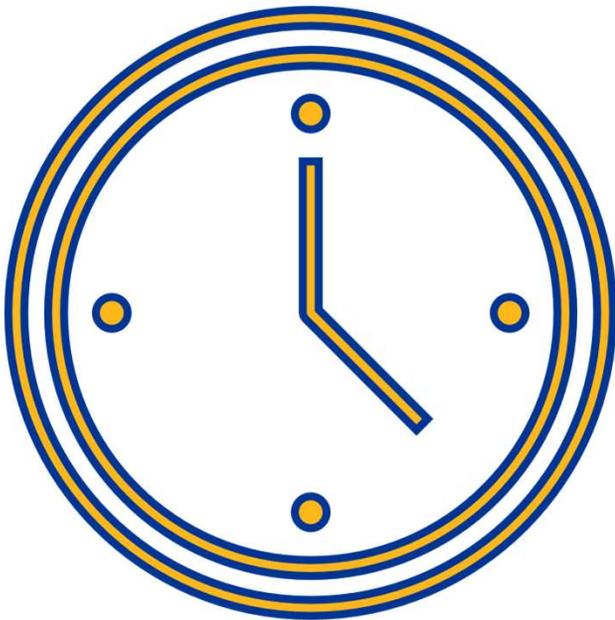


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Tips from your peer tutor:
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What is Time Management?



The development of processes and tools that increase efficiency and productivity within the set standard of time.

Key Terms

- **Energy Management:** Ensuring that the right amount of effort matches the right task to optimize an outcome.
- **Goal:** Tangible, measurable, and attainable act in a specific time. It has broad-term results, experiences, or achievements toward which someone is willing to work.
- **Procrastination:** The act of intentionally and/or habitually putting off doing something that should be done.
- **Technology management:** Application of information systems and equipment to enhance work and life activities to maximal benefit.

Key Terms Continued

- **Priority Setting:** The act of deciding what should be done first and what activities should follow sequentially; establishing an ordered list or ranked items based on importance or urgency; method used to determine what actions need to be accomplished ahead of others; represents the execution of ranked items.
- **Novice to Expert:** Benner describes novice to expert in 5 stages
 - **Stage 1:** The nurse has few experiences with clinical expectations, and skills are learned by rote; this stage usually occurs when completing nursing educational requirements.
 - **Stage 2:** Exemplifies the situation of advanced beginners, who can perform adequately and make some judgement calls on the basis of experience; most novice nurses enter the workforce during this stage.
 - **Stage 3:** Describes competent nurses who are able to foresee long-range goals and are mastering skills.
 - **Stage 4:** Proficient nurses who view situations as a whole, rather than parts, and are able to develop a solution.
 - **Stage 5:** Describes expert nurses for whom intuition and decision-making are instantaneous.

Tools for Success

1. To-Do list: Prioritizing a list of things to do keeps you on track and focused. ex.) ABC approach

2. Planner: A good calendar is essential for planning, tracking, and scheduling your time. Remember to schedule activities so that they coincide with your “internal prime time”, when you concentrate best, and your “external prime time”, when you deal best with other people.

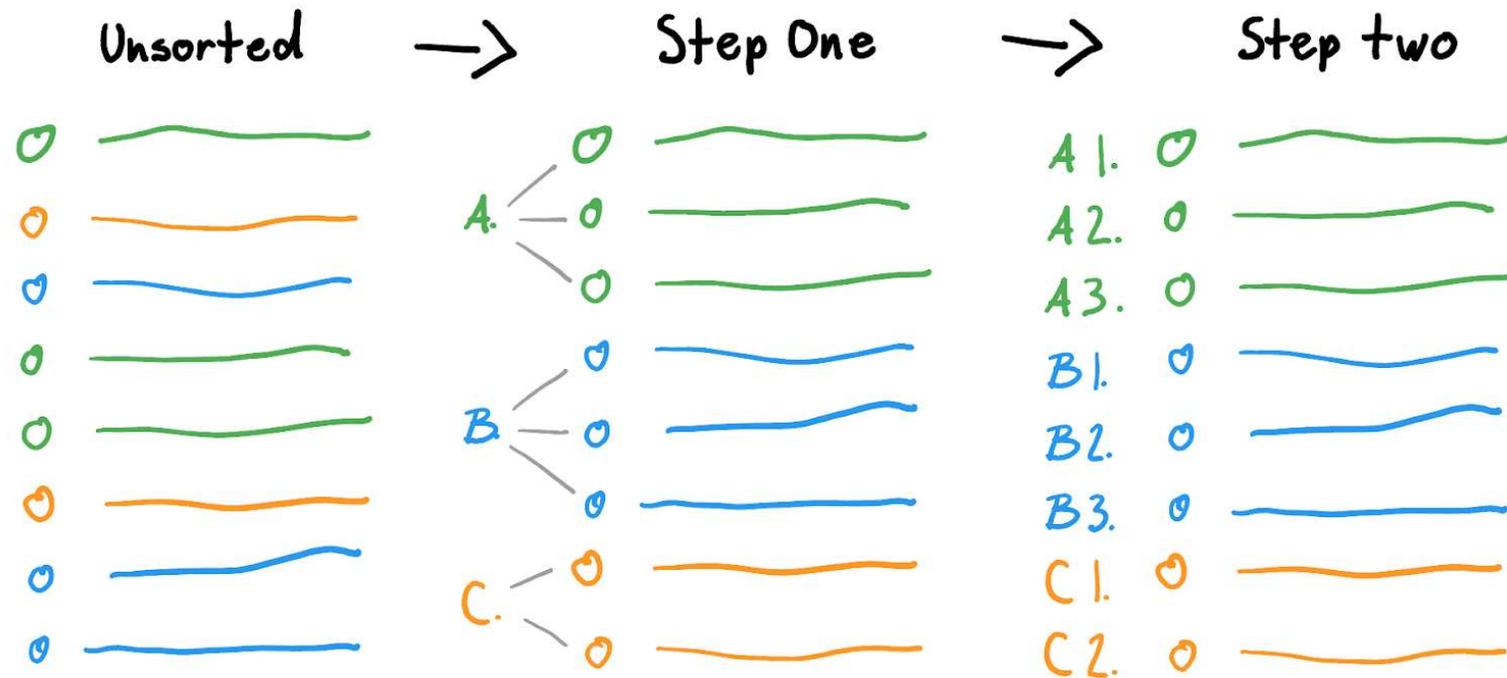
3. Contact Book: Whether you are an old timer who keeps a physical copy, or one that keeps their contacts in their phone, it is essential that you keep important emails and phone numbers for easy retrieval when needed.

4. Notebook: A strategy often overlooked, but essential for a chaotic brain like my own, is the use of a desk notebook to jot down information you may think of that is important for later review. This will keep your mind focused on your current work and allow you to deal with any other thoughts at a later time.

The ABC To-Do list approach

- Prioritizing your tasks made easily -

A. Most Important B. Important C. Least Important



Take a Minute & Ask Yourself..

What is the best
use of my time right
now?



Common Problems & How to Avoid Them

The Stacked-desk Syndrome

- Your workstation is a cluttered mess, now you cannot think straight or solve any problems! Take time to clean your place of work before and after to avoid distraction.

The Procrastination Pickle

- Feel like too much work is piling up and you will never have enough time to handle it all? Make a goal to handle paperwork only once! Therefore you do it and complete it, you delegate it once you get it, or you throw it away if it is not important.

Email and Memo Mania

- Currently email is a primary method of communication, especially when it comes to University learning. Once you come to a university, you may be overwhelmed with the increase in emails. It is very important to check emails frequently, respond professionally, and delete them if they are not important.



Implementing For Control

Make Priorities

- It is important to gain control and get a head start by taking care of your priorities before doing anything else.

Find “extra” time

- Everyone has the same time in each day, it is whether or not you put the time aside to get your work done.

Avoid Procrastination

- Putting work off is a bad habit that a lot of people do, the best way to avoid procrastination is to be able to identify when it is happening.

Implementing For Control

Control Interruptions

- In order to focus on your priorities it is important to establish uninterrupted blocks of time. Try turning off your cell phone and finding a quiet place to do your work.

Learning to say “no”

- It may be very challenging to say no to plans when they seem a lot more fun than the work you are doing, but it is important to learn to say no to keep yourself on track and to prevent cramming.

Rewarding yourself

- Identify your own motivations and use them as rewards for when you accomplish your goals. This will drive you to be more motivated and complete your work to acquire your reward.

Impact of Choices

- ☺ Achieve goals
- ☺ Satisfaction
- ☺ Less stress
- ☺ More focused
- ☺ Positive Attitude
- ☺ Overcomes fears
- ☺ Knows how to prioritize tasks & goals
- ☺ Better health

- Failure to complete tasks
- Never reaching full potential
- Frustration of peers
- Chronic stress
- Lack of sleep
- Lack of punctuality
- Unhealthy eating habits
- Frustration, poor attitude

Health Care Demands

Delegate Appropriately

- It requires considerable time and energy to delegate tasks to others, but it will benefit you in the long run and is an important skill you must have as a nurse.

Learn to Use Technology

- Most health care settings have adopted use of technological resources to better improve the use of time and enhance our work. Set aside time to learn this equipment proficiently in order to become a more competent and versatile nurse.

Communicate Properly

- While in the clinical setting you work as a health care team, and therefore are expected to communicate with many coworkers, patients, and their respected parties. Take organized notes and prepare what you will be communicating while keeping your audience in mind. Respect other team members and speak in layman's terms to you clients.

A Glance at Reality...

There is a lot to juggle during nursing school, here are some tasks to consider while creating your academic calendar:

- **Clinicals:** Make sure to check what group of clinicals you are in and be prepared for some early wake up times. Not only are you expected to attend clinical, but you will have care plans and medication cards for your clients as well. Be sure to set an appropriate amount of time aside to do these assignments, these will help you immensely throughout your nursing career.
- **Class:** Once you begin core nursing classes, you will see that your main course is worth many more credits (7-9) than a typical prerequisite course (1-4). These are **NOT** free extra credits; it is because the workload is much higher, and the class times are longer. Therefore, it is expected that you put in as much work as you would for multiple prerequisite courses.
- **Labs:** Nursing school is not just book work but requires a lot of hands on learning. You will be learning skills throughout your nursing education in the skills lab that you must pass in order to graduate. Many of these skills must be practiced at home **BEFORE** you come to that lab.

A Glance at Reality Continued

There is a lot to juggle during nursing school, here are some tasks to consider while creating your academic calendar:

- **Studying:** There is a large amount of knowledge you must learn to not only pass your tests, but to care for your patients in the clinical setting. Try to take a little bit of time out of each day to study so you do not cram information and can further utilize it in the future.
- **Jobs:** As shown in the previous slide, your schedule will become very full during the school year quickly. If you plan on working during nursing school, try to schedule all of your clinicals, labs, and classes before you schedule for your job.
- **Self Care:** Most importantly, **ALWAYS** give yourself time to relax, unwind, and catch up with friends and family. If you don't plan ahead and prevent procrastination this can be challenging to do and cause anxiety, stress, and overall burnout.

This presentation was created to help improve your time management skills to keep you on track while attending nursing school at the University of Pittsburgh at Bradford. Although it may be overwhelming at times, health care is a very rewarding career path with endless job opportunities. If you need any additional help with study strategies, test-preparation, tutoring, or time management skills please feel free to make an appointment during your academic school year at the Academic Coaching and Tutoring Center (ACTC) located in the Hanley Library at the University of Pittsburgh at Bradford or online at <https://pitt.guide.eab.com/app/#!/authentication/remote/>



References

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