



MODULE 9 – TIME MANAGEMENT

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OBJECTIVES

- At the end of the module, the nurse aide will be able to:
 1. Understand the importance of time management and organizational skills
 2. Apply applicable organizational techniques
 3. Understand how time management can impact patient care
 4. Demonstrate good time management and organizational decision making

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TIME MANAGEMENT

- There are typically many assigned tasks to be completed, which must be completed in a specified amount of time, often with no direction as to what order to complete them.
- Staying organized and managing one's time efficiently ultimately ensures good patient care.



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- Better organization and use of time can have a positive impact on one's personal *and* professional life.



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Home care aides have many duties they are assigned to perform.

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- Create a to-do list



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Prioritize your
to-do list/ care
plan

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○ Establish a routine



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○Multi-task



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TIME MANAGEMENT

○Slowing down or wasting time?

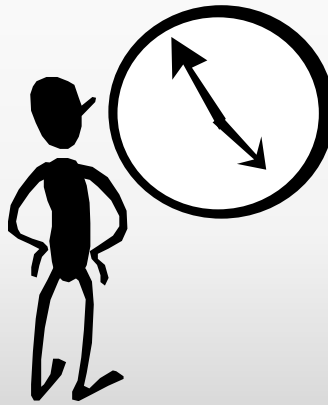


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TIME MANAGEMENT

○ Time limit tasks



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TIME MANAGEMENT

○ Activity #1 – Timing Tasks



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- *The care plan will outline your assigned tasks; however, the home care aide should develop a plan for completing those tasks.*

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- What tasks have been assigned?
- How much time do I have to complete them?
- How much time will each task take to complete?



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○Activity #2 – Case Scenarios

• Part 1 – Mrs. Willis



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TIME MANAGEMENT

○Linens

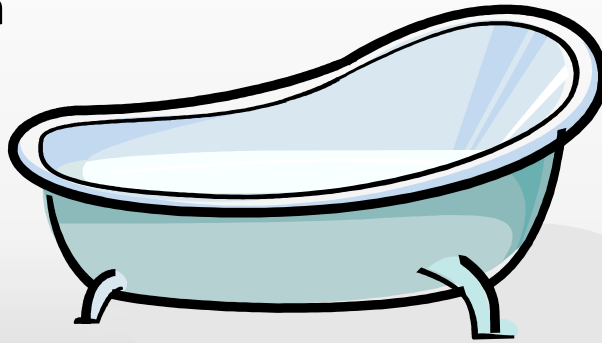


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TIME MANAGEMENT

○Bath



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TIME MANAGEMENT

○Lunch time!



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TIME MANAGEMENT

○Light Housekeeping



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○Finish linens, make bed



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TIME MANAGEMENT

- *All tasks have been completed in the allotted time!*



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- **Activity #2 – Case Scenarios**
 - **Part 2 – Ms. Coals**



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TIME MANAGEMENT

- Ms. Coals' medical care should take top priority



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- Clean the area and check for any signs of skin breakdown.



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TIME MANAGEMENT

○Bed bath



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TIME MANAGEMENT

○Breakfast



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TIME MANAGEMENT

○ To finish...



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TIME MANAGEMENT

○ **Activity #2 – Case Scenarios**

• **Part 3 – Mr. Walker**



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TIME MANAGEMENT

○ Activity #3 –

Class Discussion: Personal Strategies



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**YOU ARE NOW WELL VERSED
IN THE IMPORTANCE OF TIME
MANAGEMENT!
IMPLEMENTING THESE
STRATEGIES INTO YOUR OWN
WORK WILL HOPEFULLY MAKE
YOUR DAY, AND YOUR JOB AS A
HOME CARE AIDE, MORE
MANAGEABLE.**

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