



8.1 Optional: Time Management — Overview

Purpose

It is a positive experience when mentees feel they have accomplished what needs to be completed during their shift or day at work. The purpose of this section is to assist mentees to learn how to manage their time.

Perspective

Time management is often an assumed skill of the nurse. However, some nurses consistently are able to complete much more than their co-workers given the same time frame and patient load. Why is it that some people accomplish their goals and others do not? It is important to spend time focusing on how your mentee is managing his or her time because this can affect the quality and satisfaction with life and work. It also can effect patient safety and can help prevent burnout.

Preparation

Review your mentee's goals. If he or she completed the 10 Years Activity or the Wheel of Life activity from Section 3, use this information and his or her goals as the back drop for your discussion. Review delegation in your state's Nurse Practice Act.

Tools

- Time Management — Discussion Starters
- Time Management Facts★
- Time Management Discussion
- November Preceptor News★
- SBAR Basics★
- Article Discussion on *A 36-Hospital Time and Motion Study: How Do Medical-Surgical Nurses Spend Their Time?*
- OR-** ARTICLE IN MODULE: *FEET DON'T FAIL ME NOW! TIME AND MOTION OF MEDICAL-SURGICAL NURSES* by Valerie Leek
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- Delegation Discussion
- Delegation Checklist★
- Time Management References

Pointers

- ▶ Role model time management with your mentee each time you meet by being prepared, starting and stopping on time and other relevant behaviors.
- ▶ Be ready to share tips and ways that you have been successful with managing your time, as well as how you strive to maintain work-life balance.

★ *designates handouts and tools intended for the mentee*