

Time Management for Nursing Students

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Setting Priorities

The **KEY** to getting it all done is to admit that you can't do it all.

- Assign PRIORITIES
- DELEGATE
- BALANCE the demands

THE EISENHOWER MATRIX



Urgent and Important

Hopefully you will have none of these:

- Illness/injury
- Transportation crisis

- These are the “Drop Everything” scenarios
- Most can be avoided with BACK-UP PLANS
- You can also reduce the number of crises by WORKING AHEAD

Not Urgent but Important

Things you must do, like homework

Deadlines:

- Start with the deadline and work backwards
- Write the time you will need to complete the project or study for the test on your calendar
- Include the time you will need for looking things up
- Include time for things to go wrong

More Yellow Square Tasks

Physical Exercise:

- ❑ Physical exercise is critical to health during times of stress
- ❑ Block time to use your body constructively

Support Team:

- ❑ You *should* spend some time every week with the people who are supporting you in your effort to get through nursing school.
- ❑ Plan this time, block it, concentrate on them, then go back to work.

Urgent and Not Important

Housekeeping Tasks:

- Laundry
- Cooking
- Shopping

- Delegate these

Neither Urgent nor Important

Facebook:

- ❑ Social media can be a huge time waster. If you are using that as a way to avoid your school work, you will find yourself in crisis mode all the time.
- ❑ Use fun things to do as rewards for accomplishing tasks you **MUST** do.
- ❑ When you have turned in the homework, allow yourself a TV show (that you have taped).
- ❑ When your study group is ready for the exam, reward yourselves with a burger meal.

Prioritize

- Stress kills
- Reduce stress by staying on top of demands
- Don't ignore problems – get help
- Don't be afraid to appear weak or stupid
- Smart people recognize their limitations and work around them
- Prioritize HEALTH strategies – sleep, exercise, eating well