

NC Department of Health and Human Services
NC Home Care Aide Curriculum
Module 9 – Time Management
 July 2021

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OBJECTIVES

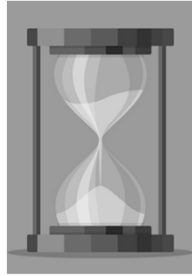
1. Explain the importance of time management and organizational skills
2. Apply applicable organizational techniques
3. Explain how time management can impact patient care
4. Demonstrate skillful time management and organizational decision making

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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 ensures appropriate patient care.



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IMPACT OF TIME MANAGEMENT

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




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TYPICAL HOME CARE AIDE TASKS

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



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TIPS TO MAXIMIZE TIME (1)

Make a to-do list



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TIPS TO MAXIMIZE TIME (2)
Prioritize your to-do list/ care plan

PRIORITIES


- 1.
- 2.
- 3.



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TIPS TO MAXIMIZE TIME (3)
Establish a routine



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TIPS TO MAXIMIZE TIME (4)
Multi-task




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TIPS TO MAXIMIZE TIME (4)

Investigate any wasted time or slowing down




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TIPS TO MAXIMIZE TIME (5)

Time limit tasks



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ACTIVITY #1

Timing tasks



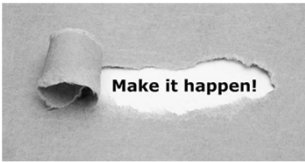
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HAVE A PLAN (1)

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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HAVE A PLAN (2)

- *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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START WITH LAUNDRY

Linens



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BATHING, DRESSING, AND GROOMING

Bath



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WHO'S HUNGRY?

Lunch time!



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HOUSEKEEPING TASKS

Light housekeeping




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Continuing To Maximize Time

Finish linens; make the bed



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SUCCESS


All tasks completed in allotted time



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ACTIVITY #2
Case Scenarios
Part 2 – Mrs. Coals



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A PHYSIOLOGICAL NEED
Ms. Coals' medical care should
take top priority



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A SAFETY NEED (1)
Clean the area and check for any
signs of skin breakdown



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A SAFETY NEED (2)
Bed bath



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MULTI-TASKING (1)
Breakfast



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MULTI-TASKING (2)
To finish...



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ACTIVITY #2
Case Scenarios
Part 3 – Mr. Walker



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ACTIVITY #3
Class Discussion: Personal Strategies




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A CHANCE TO CHANGE WORK HABITS
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.

TIME FOR CHANGE



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