

Time Management

Teaching time management skills is not always an easy task for everyone. How does one get all the duties they are tasked with doing completed in the short timeframe they have to do those duties?

We hear the term multi-tasking used on a regular basis nowadays, which means doing multiple tasks at the same time. In today's world of automation, multitasking has been made easier for many. One can throw in a load of laundry and go on to something else while the clothes get washed, or load and start the dishwasher then do another task while the dishes are being washed. But not everyone has a dishwasher or laundry machines in their place of residence and so some tasks will still take a longer time to complete. Still, there are many areas where one can save time and double up on the tasks so that more can get done in a quicker timeframe.

Every consumer has their own particular needs, and therefore it would be impossible to chart out all the ways to multitask, but below are some helpful hints when it comes to time management. Being aware of the time as one goes about working is beneficial to know where they are in the routine and how much more needs to be done before they have to leave.

Start the shift by looking over all tasks that need to be completed. Prioritize that list, so that the most important tasks will be assured of getting completed and the ones that are not as important are last so that if one runs out of time, the tasks that don't get completed can be done at a later time.

Tasks :	Prioritize	Completed
Laundry	Toileting	X
Dishes	Walk service dog	X
Meal Preparation/Eat	Shower	X
Dusting	Dress	X
Vacuuming	Meal Preparation/Eat	X
Shower	Medication	X
Toileting	ROM	X
ROM	Change bedding	X
Grocery shopping	Grocery shopping	X
Medication	Laundry	X
Walk service dog	Dishes	X
Change bedding	Vacuum	X
Dress	Dust	

Next, look at your prioritized list and determine what items can be completed simultaneously – multitasking. Again, every situation is different, and so this will be unique to each individual. If the consumer is able to shower by themselves, then the worker can be doing the meal preparation at the same time and help with dressing when consumer finishes showering. Then if consumer can feed themselves, the worker can change the bedding and start the laundry as the consumer eats. The tasks that require undivided attention so that multitasking is not possible will take up some time – like ROM or grocery shopping - so plan accordingly when those tasks need to be completed.

Always look at keeping your worker busy with tasks and not standing idle and waiting around for direction on what they should be doing next. If they can throw in a load of laundry, then do ROM with you, then the dishes while the laundry is going, then throw the washed clothes into dryer and vacuum and dust while clothes are drying, that is good multitasking abilities. Utilizing time correctly and efficiently is possible and if one way does not work, try another.