

STUDENT NAME \_\_\_\_\_

SKILL NAME **PRIORITIZATION AND TIME MANAGEMENT**

REVIEW MODULE CHAPTER \_\_\_\_\_

### Description of Skill

Prioritization is the aspect of arranging activities in a logical, chronological manner based on importance and urgency. Time management is ensuring all activities are done under the right time and in the right way.

### Indications

Organization of activities is up to standards.  
Personnel know what they should be doing at what time.  
The management is considering the employees in decision making

### CONSIDERATIONS

Nursing Interventions (pre, intra, post)

pre- know the importance of time.  
Intra- Understand the benefits of prioritising.  
Post- Including measures in day to day life at the medical institution.

### Outcomes/Evaluation

Faster completion of activities  
A sense of law and order in the medical facility.  
A sense of understanding between the management and employees  
Saving life due to saving time and prioritising properly.

### Client Education

The client should understand that the organization prioritizes on their clients and makes timely decisions.

### Potential Complications

Workers that are rebellious and don't want to follow instructions.  
Wrong prioritize lead to death or injury of patients.

### Nursing Interventions

Recognize time wasters and how to avoid them.  
Apply systems for managing time and know how they can help the client.  
Understand how effective prioritizing may lead to time conservation.