

## Book Information: Effective Time Management Skills for Doctors



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 Progressing your Medical Career Series



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**A unique and comprehensive book detailing how to prioritise your time effectively**

### About the Author

Sarah Christie has over 20 years' experience in various management roles, specialising in training and communication. For the last two years Sarah has worked with NHS doctors, delivering programmes in leadership, assertiveness, communication, time management and interviewing skills.

### Book Description

With the introduction of the European Working Time Directive, as well as the need for doctors to manage their time efficiently as laid out in the Medical Leadership Competency Framework, this book aims to increase personal effectiveness within a medical setting by empowering readers with effective time management skills and showing how having the right focus is the key to getting things done.

Through the advice and guidance laid down in this clear and concise guide, this book:

- Raises awareness of bad habits and the reasons for putting things off
- Illustrates the importance of setting priorities and sticking to them
- Highlights the need to be more assertive as a key element to successful time management
- Its interactive style encourages self-assessment and then explains effective techniques to address identified areas for development

### Readership

Medical Students, Trainee and Junior Doctors, Consultants, Clinicians, Nurses, and Allied Healthcare Professionals.

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- Chapter 1: The Need for Personal Effectiveness
- Chapter 2: Who or what steals your time? - Common reasons for poor time management
- Chapter 3: Take a closer look - examining your approach to using the time available
- Chapter 4: Setting priorities - the positive habit that develops focus and clarity about what needs to be done
- Chapter 5: Dealing with the situation
- Chapter 6: Time for reflection - what will encourage you to become organised in the future?
- Chapter 7: Time to focus - the importance of setting objectives
- Chapter 8: From goals to activities - breaking down your work into smaller steps
- Chapter 9: Learn to delegate
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- Chapter 11: The final act - developing the habit of personal effectiveness
- Chapter 12: Get a life! Understanding the need for work/life balance