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MANAGING TIME EFFECTIVELY



8 habits to make 'MORE TIME'

“ One of the worst uses of time is to do something very well that need not be done at all ”



Make Rapport

Making and maintaining rapport throughout the consultation helps keep things on track. It keeps patients working with you collaboratively and efficiently, saving time.



Observe & Listen

Observing cues and listening attentively is key to an efficient consultation. It helps avoid asking the same questions over and over again or asking questions for information that has already been given.



Review Records

The Patients records contains a wealth of information. Reviewing these and preparing ahead of the consultation helps save time. This helps avoid asking for information that is already available.



Explain Once

Achieving a shared understanding and explaining once is a good habit. Repeating explanations given as a monologue do not have any impact and waste a lot of time.



Thoughts & Concerns

Incorporating patients thoughts and concerns already expressed helps ensure things stay on track. This helps stop the patient repeating the same thoughts over and over and stealing time.



Improve Relevance

A lot of time can be saved by improving relevance and context. Asking irrelevant non contextual questions unrelated to the issues at hand can waste time.



Manage Expectations

Establishing patient expectations early and ensuring they are discussed helps save time. It helps avoid last minute 'twist endings', surprises and time stealers.



Effectively Summarise

Summarising is a great micro skill and helps move the consultation along at pace without losing context or structure. It also helps capture cues and emotional content. It shows that the clinician is paying attention

TALC modules have a general introduction and suggestions for Educators about how to teach the topic. Look out for downloadable pdfs, podcasts, infographics and videos



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8 habits to make 'MORE TIME' in a consultation



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