**Improving time management**

• **Time management workshops**: Attend workshops that teach frameworks like the Eisenhower Matrix, Pomodoro Technique, or time-blocking methods tailored to health professionals.

• **Delegation practice**: Explore opportunities to delegate administrative, clinical, or teaching-related tasks to streamline your workload and focus on high-impact activities.

• **Goal setting and planning tools**: Use SMART goals and digital planning apps like Notion, Trello, or Google Calendar to structure your week, prioritize tasks, and monitor progress.

• **Routine and habit tracking**: Build efficient daily routines using habit trackers to establish productive habits and reduce decision fatigue.

• **Task batching**: Group similar tasks (e.g., answering emails, charting, or prep work) into dedicated blocks of time to minimize context switching and increase efficiency.

• **Weekly reviews**: Set aside time each week to review accomplishments, unfinished tasks, and plan ahead. This promotes reflection and continuous improvement.

• **Reducing time wasters**: Identify and address common time drains such as excessive perfectionism, multitasking, or unstructured meetings by setting clearer boundaries and goals.