Key Term Review

- **Bottom-drawer items** can be completed later.
- **Hurry sickness** or **time urgency** is the struggle to achieve as much as possible in the shortest period of time.
- **Procrastination** is the inability or lack of incentive to make a decision or take action.
- **Time management** is the ability to use time effectively.
- **Top-drawer items** must be accomplished today.

Leadership Development Exercises

Leadership Development Exercise 5-1

With at least two other colleagues, discuss ways to better manage time. Use the information in this chapter to assist you.

Leadership Development Exercise 5-2

Keep a monthly or weekly planner or a daily to-do list. Review it weekly with a trusted peer, and ask for feedback.

Leadership Development Exercise 5-3

Set goals to accomplish your assignments. Evaluate how well you accomplish goals. Ask for feedback and suggestions for meeting your goals from a trusted peer.

Leadership Development Exercise 5-4

Plan a hypothetical or real "day in the life" to make sure you accomplish the most difficult tasks first while you're the most energetic.

Leadership Development Exercise 5-5

Set up a "tickler file" to prompt you about important class assignments. Go over your file and the results with a trusted peer.

Optional: Report back your findings to the class or group.

Leadership Development Exercise 5-6

Pair off with a partner, and interview each other about how you manage time. Brainstorm new ways to handle your time better.

More advanced option: Interview a nurse leader about how he or she manages time. Consider writing up your interview and making it the basis of a publishable paper.

Leadership Development Exercise 5-7

Pair off and role-play a situation in which a nurse leader must say no to an invitation to join a committee or attend a meeting.

a. Flip a coin or draw a role from a hat to determine which partner will play the nurse leader first.
b. Role-play the situation.
c. Ask for feedback on whether the nurse leader sounded firm.
d. Keep role-playing the situation until the person playing the nurse leader sounds convincing.
e. Switch roles.

Leadership Development Exercise 5-8

Develop a time management program for either a hypothetical nurse leader or yourself, if you are a nurse leader.

More Advanced Leadership Development

Leadership Development Exercise 5-9

Collaborate with a nurse leader to help set up a time management program for that person using concepts you learned in this chapter.

Leadership Development Exercise 5-10

Develop a research problem statement related to time management. Obtain at least three critiques from savvy nurse researchers and revise your statement as needed.

Leadership Development Exercise 5-11

Develop a research design that matches your problem statement. Obtain at least three critiques from more experienced nurse researchers and revise your design as needed.

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