



EyeSystems



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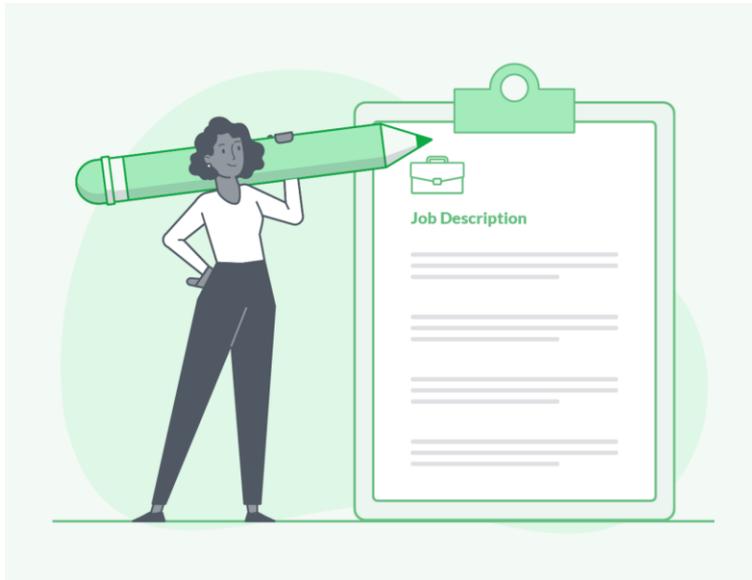
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How to Prioritize Your Day

Preparation

- Job Descriptions

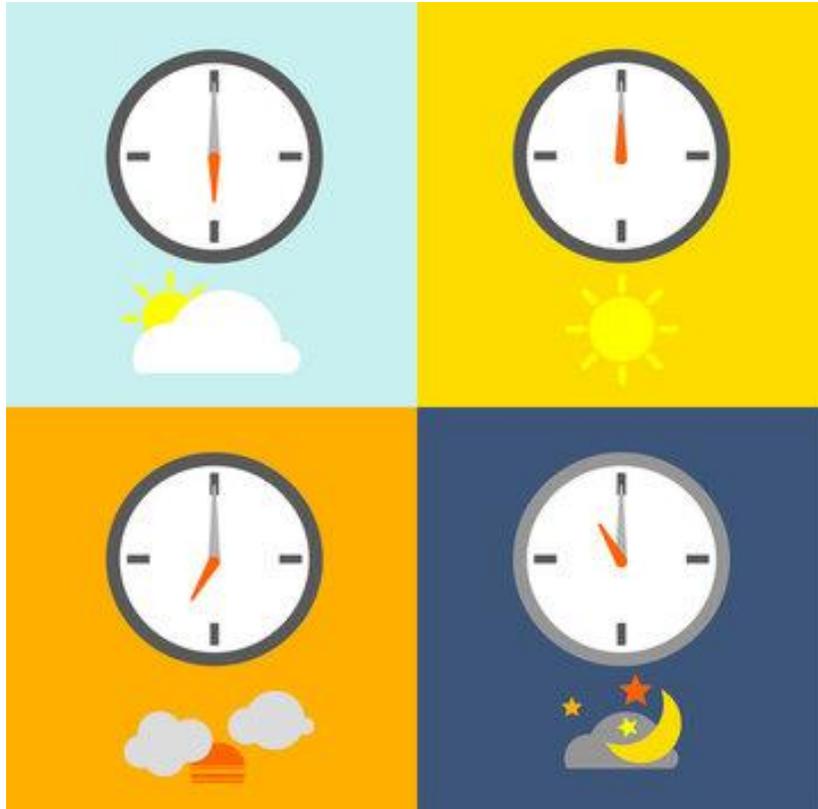


DUTIES

- Daily
- Weekly
- Monthly



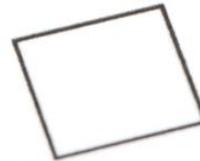
Priorities



- Time Categories
 - Morning
 - Noon
 - Afternoon
 - End of Day

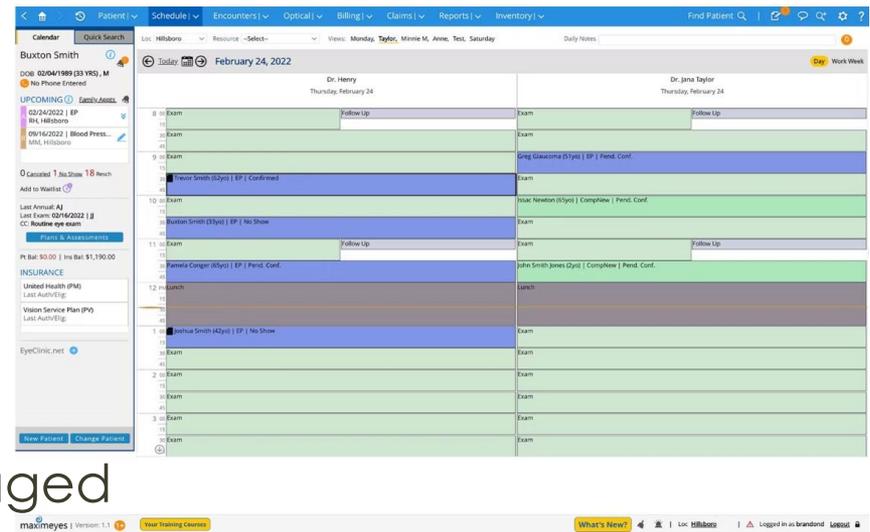
Clarification

- Checklist
- Priorities when new tasks assigned
- Big project breakdown
- Communicate



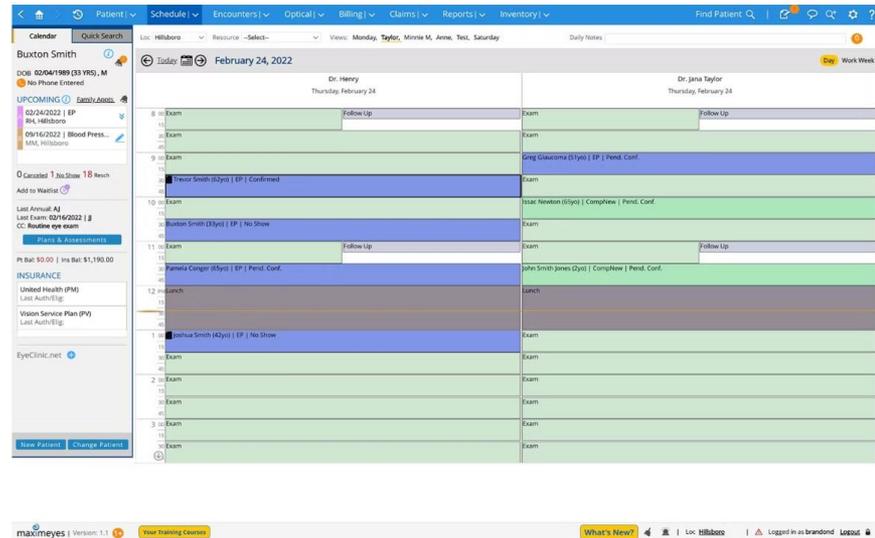
Scheduling

- Doctor's schedule
 - Allotted Times
 - 45 min, 30 min, 15 min
 - Visit specific
 - EX, OV, FU
 - Shot gun – Tech managed
- Constantly evaluate impact to patient



Schedule

- Staff schedule
 - Contact Lens Tech
 - Optician
 - Insurance
 - Facility check up



Productivity

- Timeline evaluation
 - Doctor
 - Staff



Time

Staff initials

Check in

Pretest

Exam Room

Optical

Contact Lens

Photos

VF

Topography

Retina

Check out

Productivity



- With People
 - Keep conversation short but friendly
 - Watch the clock
 - Avoid detail updates save it for lunchtime

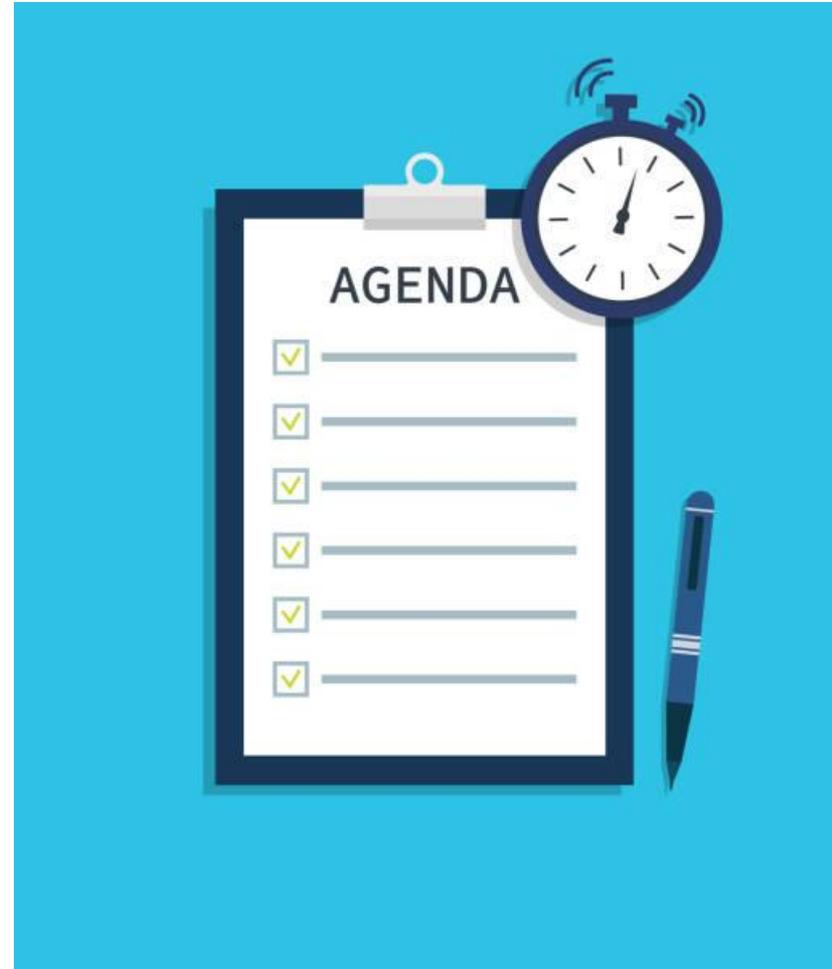
Productivity

- On the phone
 - Take your time with patients
 - Keep it short with vendors
 - Set appointed time for outgoing calls



Productivity

- Meetings
 - Have an agenda
 - Come prepared
 - Set time limits
 - Avoid gripe sessions
 - Focus on solutions



Productivity

- Communication
 - Don't rush your message
 - State your expectation
 - Confirm your understanding
 - Don't assume information is known



Productivity

- Procrastination
 - Admit it!
 - Make a daily TO DO list
 - Prioritize the things you've been putting off
 - JUST DO IT NOW!



94% of college students procrastinate at some level

SOURCE American Psychological Association

88% of the workforce procrastinates at least one hour a day

SOURCE Darius Forlous

86% of high school students procrastinate on assignments

SOURCE Magoosh

20% of adults regularly procrastinate

SOURCE American Psychological Association



...it's time to stop, here's how:

Make a to-do list, place a due date next to each item to stay on track.

Take baby steps, break down the items on your list into smaller, more manageable tasks to avoid feeling overwhelmed.

Be self-aware, pay attention to any urge to procrastinate, and do your best to resist that urge. Ask yourself why you are avoiding the task, and how completing that task might be beneficial to you.

SOURCE VeryWellMind

Productivity

- Clutter
 - Keep your desk clear
 - Use color coded file folders
 - Use the waste basket
- Complete each task
 - DO IT
 - PASS IT
 - FILE IT
 - THROW IT



BEFORE



AFTER

RUTHTOTHERESCUE.CO



Conclusion



- Write your goals
- Prioritize your goals
- Implement your goals
- Be organized – personal & professional
- Commit