

Students Respond

“Time is Money and the Clock is Ticking”, I found this title interesting because it accurately depicts the critical aspects of time management. Upon further reading I found my perspective of time management changed. I had previously thought time management was an individual challenge however, this article shows the benefits of team management and keeping everything on task. The main take away for me is the four main ways to achieve time management which are watching the time, stress management, staying organized, and prioritizing. I will be using these tips to improve my interactions with future clients.

I found this article interesting because it helps explain why prioritizing your time is essential and can lead to better outcomes. After reading the post I realized that making a list of your tasks is actually a really good way to organize your thoughts and actually make them happen. What I can take away from this post is that you can't give your team more than what they can handle and to not overbook. I can use the tips in this post to make sure that my clients are efficiently taken care of so they can get the best possible care.

Through this blog post, I was better able to understand the role that prioritization has in a clinic. One thing I found interesting was how the writer implemented their own experience and explained how it impacted their clinic. A key take away for me was how the writer said it was okay to have help from others, if it makes your clinic go smoothly and efficiently. I also realized that some patients need more attention than others, and sometimes you have to prioritize based on the patients needs.

Your blog was so interesting to read and the advice helped as well! I've been struggling with managing my time. After reading this, I will take your advice and prioritize what's most important and what's not. I also learned that, even though you want to do things with your friends, you have to remember if you have more important tasks to complete. This can also help me with my clinics because, I notice that sometimes, I won't prioritize my time so I don't finish everything and leave one or two things out.

CAVIT Clinic



“Prioritizing your Time in Clinics”



November 2019

Highlighted Blogs

Prioritizing our Time Makes us More Efficient

Using the time each one of us have is very important, and if we do, the benefits will be numerous. Prioritizing our time is not only a good skill to have, but a necessity in clinics. If the time is not used wisely in a clinic, then the consequences can be hurtful not only to the patients but also to the us. Time management is key for every member of a clinic. The reason is to keep patients on time, and get their work done as soon and efficiently as possible.



If everyone uses their time in a productive manner, then the patients can leave our clinic on time, and we can help all the patients for that day. This even allows us to have extra time at the end to clean and organize the room for the next day. This will make everyone leave on time, and

not miss the bus, or get late home. Here are some tips to prioritizing out time:

- Collect a list of all your tasks
- Identify the urgent/important items or task in your list, and put them in order of importance
- Be reasonable and delay responsibilities to others in your team
- Know what is your team's limit, and don't overbook

Highlighted Blogs

Time is Money and the Clock is Ticking

I have learned in the dental field, time management is crucial to a successful clinic. It is extremely important to carefully spread your time evenly. With only three operatories, time management between patients is very important. Staying organized and prioritizing tasks is very helpful. The front office is definitely all about time management; greeting the patients, entering information into Dentrix, and making sure all of the patients were scheduled correctly.



I came face to face with time management this last clinic. I worked in the front office for the first time and it is important to address time management to save the time of our patients. Staying organized and

keeping track of the patients who come in and which patients cancel is vital to myself and my teammates. Time management can be very stressful, but rewarding when everything runs smooth.

Ways to implement time management:

- Being aware of the time
- Stress management
- Stay organized
- Prioritizing tasks