



# Top Ten Tips for Time Management for the Medical SLP – BLOG POST

By [nicespeechlady.com](http://nicespeechlady.com) / October 24, 2021 / [Edit post](#)

Greetings, Medical SLP! If you are looking for helpful tips for managing your own activities more effectively, please see below. I am wishing effectiveness for you on your attempts to minimize and reduce what you can. This way, the focus can be placed on what is most meaningful in your life.

Time management = the extent of effectiveness of organization and planning for how time is portioned out for specific activities. This results in more efficient work outcomes. Also, this provides opportunities for enriching ventures outside of required employment tasks, with the goal of improved quality of life-work balance.

Other benefits may include: improved working relationships, less stress, opportunities for advancing within the company, improved work quality and flow, feelings of accomplishment and success and achieving established goals in fewer time frames. Learning beneficial techniques to improve the effectiveness of time management could “level-up” a current career status.

To this end, listed are Nice Speech Lady’s Top Ten Tips for the Medical SLP on Time Management:

1. Identify sources of stress and address them.
2. Tackle sources of fear, worry and doubt – and eliminate them as barriers to moving forward.
3. Invest in planning in the current moment, so to repeat the harvest of productivity later.
4. Get organized in priorities and time frames through planning ahead with goals, tasks and time-frames.
  1. Set goals correctly. Set goals that are achievable/measurable.
2. Set graded priorities/tasks based on urgency, from highest to least in need. Examples of this could be:
  - Today “to dos,” including “most high priorities”
  - “priorities,” and,
  - “general ‘to do’ lists”
  - Make a plan each day based on these priorities at the start of the day.
5. Allow time for pacing between different tasks. Also, don’t wait until the last minute to complete tasks
6. Weed out unnecessary time-killers. Also, reduce all distractions.
7. Practice time management techniques on a small-scale. Achieve success in incremental ways before branching-out onto a larger scale.
8. Delegate when possible.



9. Multi-task only when it is effective to do so. Focus on one task at a time. Also, do so with a positive mindset. Celebrate when you cross items off the list.
10. Visualize in a positive way that you can be successful at time management.

## **References**

Michelle Lincoln, Barbara Adamson & Tanya Covic (2004) [Perceptions of stress, time management and coping strategies of speech pathology students on clinical placement](#), *Advances in Speech Language Pathology*, 6:2, 91-99, DOI: [10.1080/14417040410001708512](#)



Wilson Nice, SLP, is the owner of Nice Speech Lady, a platform for medical SLPs to acquire immediate digital access to practical speech pathology clinical resources. Nice produces new, no-cost content for speech pathologists around the world. This includes home programs, session materials, handouts, and more. She blogs on the [Nice Speech Lady](#) platform and also has a Youtube channel by the same name, where she interviews prominent professionals in the field of speech pathology and related areas. Nice works as a medical SLP in New Mexico and enjoys swimming, dancing, her faith communities and spending time with her family.

