

## **KEEP WORK HOURS UNDER CONTROL**

Your work time is a resource. The following strategies can help you make the best use of it:

- Prioritize your 'to-do' list - delegate what others can/are allowed to do.
- Do small, easy things first to get 'warmed up' and shorten your list fast
- Toss useless stuff – like when cleaning a home, get rid of the junk. Time-wasters need to go.
- Organize realistic day schedules with appointments, jobs that need doing, and prep time (start, before lunch and end of day). One clinic books 30 minutes of catch up time in every 8 hour shift to finish calls and files so they can leave shifts on time without leaving work undone or taking it home. Others book an hour.
- Acknowledge to yourself what you have done! (The glass is half-full....)

## **LEAVING WORK ON TIME**

Everyone agrees that getting away from the practice reasonably close to the end of a shift goes a long way toward basic sanity. It may not be possible to leave on time every day, but the following ideas help some SaskVets:

- Make a habit of trying to do things as they come rather than putting things off until later (example: doing exam notes during appointment time).
- When you are low on time at the end of the day, do only emergency or necessary items on the to-do list. Everything else gets 'demoted'.
- Close your practice and turn phones off at least 30 minutes before shifts end to finish needed daily tasks.
- If you have an important engagement, consider booking the afternoon off so you're not preoccupied and stressed about leaving on time.
- When possible, walk home - in daylight. Sunshine helps you unwind better than darkness.

## **'GETTING OUT OF DODGE'**

We all need to 'unplug' from our work life on a regular basis. That basis may not be daily, or even weekly (especially for practice owners). Some people only really get centred if they leave town for a few days. One veterinarian refers to this as 'getting out of Dodge'. When she's at home/in town, the practice rules 24/7. She needs to get completely away to get that needed break.