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## Practice Management Articles



## Stress Management

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### “Time is our Daily Currency”

How a team manages STRESS depends on how they are juggling their time with tasks, projects and deadlines on a daily and weekly basis. Time management is defined as a way to find the time for all the things you want and need to do. It helps you decide which things are urgent and which can wait. Learning how to manage your time, activities, and commitments can be hard. But doing so can make your life easier, less stressful, and more meaningful.

A common time management trap many people fall into is that they don't know where their time goes, or they overestimate the amount of time they have available and underestimate the amount of time each activity takes to complete, and become overcommitted.

An effective way to organize the to do list of many things that must be accomplished in a day is to analyze our tasks, map out a plan to complete projects with timeframes and then analyze what is URGENT activities or tasks that demand immediate attention today and are related to deadlines in the moment.

IMPORTANT activities or tasks are specifically related to your job functions and acting on them directly at the right time contributes to the effectiveness and success of the team as well as to your own professional goals and accomplishments.

Once the task, project or commitment has been defined it is then placed into one of the Urgent/important categories as a guide to the sequence of how to allocate your energy and time.

1. Urgent and Important –Our #1 priorities and have a high price to pay if not done. They include Key Projects with Tight Deadlines, Patients with Serious Concerns, pressing financial deadlines, major Unresolved Conflict with co-worker, last minute crises, and medical emergencies. Do these FIRST...

2. Important but Not Urgent - Usually the greatest amount of your time usually spent on these. Daily Tasks & Activities, Routine Interaction with clients, Day-to-Day Relationships, Revising Team meeting agenda, taking a course, new marketing approaches, work planning, organization & Meetings, Health, Exercise, Recreation. Do these SECOND...

3. Urgent but Not Important-- Little or no contribution to company/ your goals. May not be the best use of your time. No serious damage or fallout from missed deadline. Low value interruptions. Others "Pressing" Matters unrelated to your work or of low value to team Deadlines for Popular, non-strategic activities, Non-Essential activities & events: Some: Mail, Reports, Meetings, Calls
4. Not Important, Not Urgent--Few if any benefits from doing these. Reduce, eliminate or do enjoyable ones outside of work time. Trivia, Meetings unrelated to your work, busywork & time wasting activities, enjoyable, unproductive activities, reading junk mail etc.

The discipline of prioritizing tasks and activities helps you decide which are most important to you without procrastination of putting things off until the last minute or missing deadlines because you've over committed.