

# TIME MANAGEMENT HACKS

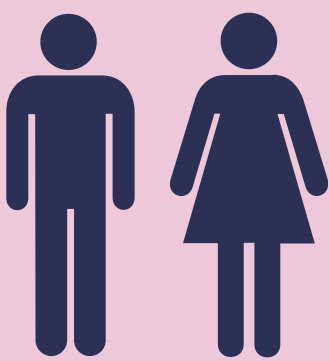
## For Clinician Self-Care

**Sessions**

**Notes**

**Letters**

How to be consistently concise, efficient, and compliant  
without taking work home!



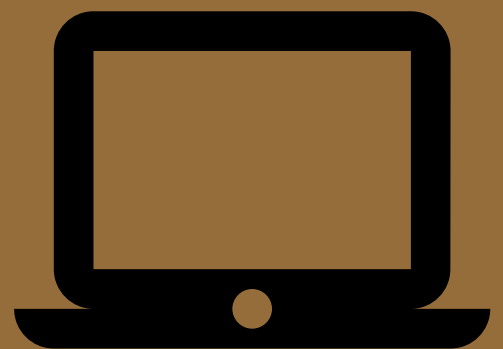
### Sessions

#### Stick to a 50 minute session

Don't blame your client for going over.  
Start winding up at 45 minutes.  
Keep the clock where you can see it – set  
it 5 minutes fast to keep yourself on track.  
Use a timer if you need to.  
Respecting client time, your time, and the  
time of the next client is a vital therapeutic  
boundary.

#### 10 Minutes for Writing

Write notes immediately after session.  
Don't stand at reception with clients; hand  
them over and do your notes.  
Be brief and to the point, dot point if needed.  
NO ESSAYS! Use a template if it helps.  
If you are handwriting and then transcribing,  
STOP IT!  
It's a double-handling time-waster.



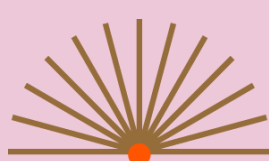
### Notes



### Letters

#### Be Efficient to Stay Compliant

Write letter in-session as a collaborative task  
with your client, OR as part of your 10-minute  
writing time.  
Use the single-page template.  
Keep track of session number in session notes  
so you know when letters are due.  
ALWAYS write letter on day of session.



Train yourself to do these things consistently so you  
can stop taking work home or falling behind.