

Tool 16 – Reduce time pressures at work

Why you should use this tool

To learn how to plan to stay in control of your workload.

When to use this tool

In a small group within a learning session or as an individual at work or at home.

What to do

From the perspective of both an individual and an organisation, ie a PCT, practice or care agency, look at the suggestions for reducing time pressures listed overleaf.



Add any other ideas you have to both lists. Then work in small groups or individually to create action plans listing up to five specific ways of reducing time pressures in your work setting, ie what you can do yourself and what your PCT, practice or care agency can do.

Time: encourage brainstorming and discussion by allowing about 90 minutes for the exercise.

How it works

This exercise supports people to see the varied options available for reducing time pressures. It also helps participants to understand that they cannot reduce time pressures as an individual in isolation from the rest of the organisation. Both the individual and PCT/practice/care agency need to work together to reduce time pressures effectively.

What to do next

Arrange a follow-up review of the intended actions – maybe as pairs or as a working party at organisational level.

For more information on this tool, please click on [Tool 16](#).



Working in Partnership
Programme

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self care • •
...because health matters •

Reduce time pressures at work

Suggestions for reducing time pressures	
What you can do as an individual	What the PCT, practice or care agency can do
Plan well in advance to avoid crises	Plan well in advance to avoid crises
Allow 10% of your time for unexpected tasks	Organise time-management training for staff
Do not book a meeting too close to a previous commitment, which may overrun	Match staff numbers to the volume of work
Build in time for reflection and planning	Organise realistic work plans
Minimise interruptions	Discourage too much social chit chat in work time
Make maximum use of technology	Make maximum use of technology
Other:	Other:

Action points to reduce time pressures			
What you will do as an individual	Timing	What you will do as an organisation	Timing
1.			
2.			
3.			
4.			
5.			