

Dental Temps
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Eureka! The secret to finding more time in your day.

March 23, 2016 [News](#) [Kim Knapp](#)

It's no secret that dental office professionals follow and manage a strict time schedule, as our customers expect to be seen at their appointment time. You are skilled at thinking on your feet, adapting, while making split second changes to keep the day fluid, delivering on-time service. Did you know that this time management discipline, when fine-tuned, makes you more efficient and productive at your work and could bring your career to the next level?

Time is precious, and to employers, time is money. Are you wasting it? Lisa Quast, a contributor to Forbes.com, recommends [five tips to help us become disciplined about how we spend our time](#). She suggests we write down what we do every hour for one week. It is in this exercise our time wasters are revealed. I took her up on it and tackled the exercise. What jumped off the page for me was **the email time waster**. Email comes in at all hours on all of my technology devices, and my eyes are constantly checking incoming mail, taking me off track, stealing my time and energy from more important work. I scheduled quiet time to think, took pen to paper and reworked my daily schedule with focus on checking emails during specific times of the day. I'm now accomplishing more and I feel less stressed because I now have more control of my day. In the past I would say, "If only there was more time in the day." Eureka, I found it!

Read the [full article on time management here](#)

