



TEN STEPS FOR WORKING SMARTER RATHER THAN HARDER IN YOUR CLINIC

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INTRODUCTION

The problem of physicians, they know something and implement different things. If physicians are facing this problem of knowing that they could be work smarter and create more profits, without working harder, so physicians need to start with one and build on that, then physicians are at least moving forward [1].

The principal objective of practice reshape, is to construct a well-ordered workplace system that adopts sound medical decision making, minimizes error and creates friendly atmosphere that patients, staff and physicians can enjoy. Office organization is accomplished through relatively simple strategies that together form influential energy for change [2].

1. Establish a baseline tasks, goals and objectives.

Goals and objectives connect to end results, whereas tasks explain the steps you need to take in order to achieve the end results. Physicians need to find transparency as to what is really important in your daily activities; before you break your goals and objectives down into small size tasks; that are easier to focus on. Setting limits and defining priorities are very important goals, If you're not careful about setting priorities, it may just make your daily work life increasingly ineffective [3].

2. Know when you're most productive.

Physician should know when you're most productive and creative; do your most important missions then. Make it a point to do as much as you can during that time period and then focus your energy to get more work done [1, 2]. Also, one of the most important things that physician can be done to create an efficient office is for the physician to be on time with patient appointment system [4].

3. Work on what may seem obvious important and profitable.

If any physician look at what is taking up most of your time, you will find the more time consuming, the least profitable (e.g. patient congested on the physician door causing clinic chaos), so physician need to delegate less important or mundane tasks some teamwork and simply focus on the most important tasks of your daily work [1, 2].

4. Build work structure into what you are doing.

Physicians are continuously skipping from one work structure to another with little focus. Multitasking really isn't the best way to work smarter. If you manage



your work more effectively, physician need to give focus to one important plan at a time, focus on each mission, you will get more done and work smarter rather than harder by jumping around and losing focus [3,4]. The physician routine can institutionalize inefficiencies and prove costly to a medical practice. Practices should re-examine their staff and their processes, looking for better and smarter ways to function [5].

5. Set a deadline to get something done and make sure it is done.

Physicians actually know how much time we need to get any work done well. You only achieve this by setting deadlines for your work. The deadlines must be realistic; radically restructuring your priorities of what you are working on, and be proud of the outcome from your work. Otherwise you are going to burn yourself out by working harder [3,4].

6. Use employee in the team work that have strengths where you have flaws.

Don't reinvent the wheel, physicians should ask himself, what are resources already out there, that could make physician work easier? Who are the top health care workers in any field, and how can you learn from them? Physicians should look for a lot of great resources out there accessible to him. Physicians should ask for help and let yourself handle with what is going to add the most value to your experience [5-9].

7. Manage time interruptions

This is possibly one of the biggest things that is killing your work efficiency. Physicians will be able to reallocate your time, should think about the number of times you are trying to get something done when mobile rings or a staff member and patients knocks on your door for a "quick catch up". Physicians need to reallocate your time by being more structured in managing these interruptions. Ask reception to book patients in time with you so you can manage your diary and not have their interruption mess up your time schedule. Everything that consumes time, space, energy or resources unproductively diminishes physicians from his effectiveness [1-4], [6-9].

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8. Use technology advantageously.

Physicians should use technology efficiently that accomplish tasks without compromising quality, so that staff will be able to have more communication with patients and less with paper work [3,4].

9. Learn how to say "NO".

Whether it's doing something extra job, or whether it's taking on another physician work, or doing one more volunteer activity, sometimes you need to say no, so physician can focus on the things that are most important for more profitable matters [3,4].

10. Remember to take time out.

Physician needs to schedule time to maintain his health and fitness; physicians need to take time away from your clinic, for more enjoyable time with family and friends. Whenever physician's stress levels are increased, physician's work quality, energy are decrease. Physician being overworked and stressed is impeding his health. Physicians need good family and friend's support system. Physician will be able to think much clearer and get effort to shape the direction of his clinic, by setting new effective strategies on what new track your work should take, where the focus should, which in turn makes you work smarter, not harder [4].

CONCLUSION

Smart work means you're more likely to touch your goals easier, while work hard without any credit and without attaining any achievement, plus, other areas of your life get neglected (eating poorly and never exercising). Working too hard can have a really deleterious effect on your quality of life, too. It showed that long hours and the pressure to keep doing more, can lead to stress/burn out and depression.

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