

# 6 tips for a well-structured private practitioner's day

A guide to having an effective daily routine as a private practitioner and how to maximise your productivity and efficiency.



## 1. Plan your workday ahead of time.

Some professionals like to plan their pending workday in advance, but this can also be done first thing in the morning before you start the day. Set out your list of tasks that you plan to complete on the day and list them based on priority. For example, action higher value tasks in the morning when you're fresh and address less pressing tasks in the afternoon or in-between client appointments.

## 2. Create a rolling checklist.

Building on the first tip of planning your workday ahead of time and prioritising tasks, by creating a rolling, daily checklist you keep yourself accountable. If you had planned to action a task yesterday but you got caught up in other activities, keep that item outstanding in your checklist so it can be actioned in a timely manner. Having tasks get pushed back a day is common, but you need to stay on top of it. A rolling checklist is a simple way to manage this.

## 3. Batch related tasks together for maximum efficiency.

If you have administrative tasks that fall in the same line of work, do them together. The same applies to client-related tasks. The idea here is to not jump from one task to another, such as responding to emails and reviewing client notes at the same time. It will hinder your productivity and have an impact on your focus. Batch like-for-like tasks together.

## 4. Look inward to nurture your private practice.

Find time in your busy schedule to review the health of your private practice: Is staff morale high? If not, why? Is your business accounting in order? And have you invested time in building your professional networks? These are some key areas where you need to spend time reviewing, tending to and optimising.

## 5. Take strategic breaks.

While taking breaks as a private practitioner may be different to the routine of an office worker, you still need to remain fresh throughout the day. Short, strategic breaks in-between client appointments is one way to remain productive — ultimately, find what works for you. Just be sure to make a habit of taking regular breaks.

## 6. Enable a work-life balance.

Our professional and personal lives are indeed a balancing act. Take sufficient time to review your work-life balance. If it's skewing too far one way, you need to make an adjustment.



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