

24

Managing Time, Energy, and Money



1. Explain three ways to work more efficiently

HHAs should understand these three ways to work more efficiently:

- Distribute tasks
- Prioritize tasks
- Simplify tasks

1. Explain three ways to work more efficiently

Think about this question:

Why is it important to be realistic about what may be done in a given amount of time?

1. Explain three ways to work more efficiently

Remember:

Tasks may take longer than expected at times; flexibility must be built into the plan.

1. Explain three ways to work more efficiently

These key words apply to managing time and energy:

- Energize
- Organize
- Economize
- Minimize
- Specialize

Critical Thinking: Conversation Starter

- What issues do you have in the areas of time, energy, or money management that require a more efficient approach to problem-solving?
- What solutions can be applied to client situations involving similar issues?

2. Describe how to follow an established work plan with the client and family

HHAs should remember these points:

- The HHA's tasks for every client are found in the care plan and assignments
- Tasks should be prioritized by importance
- All high-priority tasks are done first, then others if time permits
- A written schedule for the day should list all tasks and time frames
- Discuss the plan with the client and family, explaining priorities

2. Describe how to follow an established work plan with the client and family

Think about this question:

Why is it important for the client and family to know the daily work schedule?

3. Discuss ways to handle inappropriate requests

It is important to remember these points:

- All tasks are not the same for every client
- When clients make inappropriate requests, respond with the following:
 - Explain that you may only do tasks on the care plan or assignment
 - Emphasize that you would like to help, but your time is limited
 - Discuss requests with the supervisor
 - Document requests and your actions
 - Share your work schedule with the client and family

4. List five money-saving homemaking tips

These tips can help save money:

- Check store circulars for advertised specials
- Use coupons
- Shop from your list
- Avoid convenience stores
- Plan ahead

4. List five money-saving homemaking tips

Think about this question:

Which of these tips do you use when shopping for yourself?

5. List guidelines for handling a client's money

Guidelines for handling a client's money are as follows:

- Never use a client's money for your own needs, even if you plan to pay it back
- Estimate the amount of money you will need before requesting it
- Get a receipt for every purchase
- Return receipts and change to client or family member immediately
- Keep a record of the money you have spent
- Keep the client's cash separate from your own
- Never offer money advice to a client
- Keep money matters private

Critical Thinking: Case Study

Your client's sister has asked you to run some errands for her.

- How would you handle this situation and what would you say?
- Would you show her your assignment sheet? Why?
- Should you do the errands on your own time if she offers to tip you?

