

Time Saving Tips for Your Audiology Practice

by Adam Dawson



Just like in any workplace, time is the most valuable commodity in an audiology practice. Most audiologists would do anything to have the ability to freeze time or add a few extra hours in the day. Unfortunately, the reality is there are 24 hours that you have to manage well to get the most out of them. Managing your time should never be an overwhelming task, so here are some tips to help make your days more productive.

Adjust Your Workday

A good time-management tip is to look at how you spend your work day and make adjustments where necessary. Say you work a maximum of ten hours in a day. By setting a maximum limit of ten hours, you'll always focus on completing the critical tasks within the set limit of time.

However, if you try to limit your working hours to eight hours in a day, you'll find that you prioritize what matters most. You'll work more efficiently and waste less time so you get the work done within your allotted time frame.

If the workplace rules require you to work for a specific number of hours per day, then you can

try to adjust your working hours either later or earlier from the rest of your workmates. This means if your normal hours are 7 am to 5 pm, try working from 6 am to 4 pm. This will help you save time, especially if you won't be commuting during busy traffic hours.

Stick to a One-Stop-Shop for All of Your Equipment Sales and Service

The process involved in identifying a suitable supplier for your audiology equipment, and repair and calibration services is usually tedious and time consuming. The research and price shopping involved absorb a substantial amount of time, especially if you have to repeat the process every time you need equipment or specific services.

Having a one-stop-shop to take care of all of your equipment, supplies, and service can save you a huge chunk of your precious time. This reduces the time you commit to research and receiving quotes from different providers. With a single and trusted one-stop-shop, all you have to do is get in contact with your sales representative, and they will take care of everything from there.

Try to Batch Your Tasks

Most of us tend to waste time by interspersing our work schedule with small tasks. To save more time, learn to cluster similar tasks and complete them together. A perfect example here would be how we respond to our emails.

Instead of replying emails intermittently, set a specific time in the day to sit down and answer all emails at once. You can simply group them and block out two different timeslots during your day when you will respond to all of them.

You can do the same with phone calls and paperwork as well. Grouping of similar tasks not only saves a lot of time, but also helps you focus better on essential functions.

Embrace Technology

Embracing technology in the right way can be an incredible time saver. For instance, you can adapt the use of automated audiometry to increase the number of patients that you see at one time. The GSI AMTAS offers efficient, patient-directed evaluation software that utilizes effective test methods and advanced algorithms to perform both screening and diagnostic audiometry.

You can also adopt the use of a digital event planner or project management tool to help you plan your time. Technology is there to serve you, so don't be afraid to embrace it, especially in scenarios where you need to save time for other projects.

Avoid Unending Conversations at the Workplace

If we're being honest with ourselves, some of the long conversations that we have with co-workers are unproductive and often not related to work. It's essential to maintain sustainable personal relationships with your coworkers, family, and friends, but there's a time and place for that outside of work.

The time you spend talking on the phone or conversing with your workmates can be used more productively. Always try to concentrate on work other than focusing on unproductive conversations. If you must talk to your workmates, then do so during your lunch break or when you're on your way out of the office.

Delegate Some Duties

If you have a team of experts at your disposal, then utilize them to save some time. It's hard to be efficient and productive if you avoid teamwork. Delegate some of your tasks that you feel other coworkers can handle to comfortably to free up your time. Also, make sure that you have at least one assistant who can handle the clients even when you are away.

About the Author

Adam is the Digital Marketing Coordinator at e3 Diagnostics. His interest in hearing healthcare is driven by his passion for music because he feels everyone should be able to clearly listen to Pet Sounds at least once in their life. In his free time, he enjoys playing video games, digging through record stores for classic vinyl, shooting hoops, and writing stories.