



The Safety Zone

The Newsletter of the AHA Workers' Compensation Self-Insured Trust

10 ways to make more time this year

Resolve to manage time more effectively to relieve workplace stress

Circle your first reaction as to whether these statements are true or false.

1. More discipline means less freedom. **True or False**
2. The more you sweat, the more you get. **True or False**
3. Success comes through burning the midnight oil. **True or False**
4. Activity means productivity. **True or False**
5. Efficiency means effectiveness. **True or False**
6. The easy way is the best way. **True or False**
7. We work best under pressure. **True or False**
8. There is only one best way. **True or False**
9. The best way to get a job done is to do it yourself. **True or False**
10. Work is not meant to be fun. **True or False**

Now consider these comments about each statement and decide if you want to change your mind about any of your initial responses.



1. When you set your own goals, and impose order on yourself, i.e., discipline yourself, you work less and accomplish more.
2. Just working hard doesn't guarantee working effectively or productively.

Continued

news & notes

PRODUCTIVITY BOOSTERS

Try these six tips to help you boost productivity in the new year:

1. Organize and prioritize projects.
2. Limit interruptions (e.g., reserve a conference room to work on a project, read email at set times during the day).
3. Avoid unnecessary meetings.
4. Attend to personal tasks during breaks or after work.
5. Talk to colleagues in person if they are close by or call them instead of writing a lengthy e-mail.
6. Do not waste time on other tasks when you have a less preferred—but more important—project to complete.



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10 Ways...Continued

3. Workaholics are convinced that the more time they spend, the better the results. But when we spend too much time on a task, we lose enthusiasm and begin to make mistakes.
4. Some people run around in a flurry of papers, phone calls, and meetings. They are caught in an activity trap, believing the busier they are, the more they'll get done.
5. Time management requires finding effective ways to use your time, not just efficient ones.
6. Some people like to take the path of least resistance. They put off a task, hoping that it will go away, or they do a slapdash job, hoping to get by with the minimum effort. However, the mark of success is attention to detail and keeping on top of projects.
7. In fact, most people don't work better under pressure. When we don't plan ahead, delegate, or get started early on a task, we increase the odds of making mistakes—which we no longer have time to correct.
8. Rigid thinking that there is only one way to solve a problem keeps us from finding creative, better, and time-saving methods.
9. If you do everything yourself, you've no worries about whether it's getting done, and whether it will be up to your standards. However, you'll also end up with too much to do, and you'll rob others of the chance to grow to be able to take on the challenge the next time.
10. If you believe that work can't be fun, it won't be. If your job is challenging and interesting and meets your personal and professional goals, you'll begin to enjoy it and be more effective as well.

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Got News?

Do you have news that needs to be circulated or have a subject you would like for us to address? Let us know by emailing the newsletter editor at tcreel@arkhospitals.org.

AHA Workers' Compensation Self-Insured Trust Program is administered by Risk Management Resources (RMR), a division of BancorpSouth Insurance Services, Inc. www.bxsi.com. In March 2003 the AHA Workers' Compensation Self-Insured Trust was established. The program provides workers' compensation coverage to AHA members.

Risk Management Resources, the administrator for the program, assists members in the areas of claims management, safety and loss control. Tina Creel, Vice President of AHA Services, Inc., is the Group Manager of the Trust and provides oversight of the day-to-day operation of the Trust.

The Board of Trustees provides oversight of the overall operation of the Group Trust.

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