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Managing Time, Energy, and Money

1. Explain three ways to work more efficiently

Short Answer

- 1. For each of the three ways of working more efficiently described in this learning objective, give an example (other than what is in the book) of how you can put the method into action.

- 2. List five ways to conserve time and energy.

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

Short Answer

Pick the busiest day you will have next week, and draft a work plan for that day. List tasks to complete and prioritize them.

Scenario

Richard, a home health aide, is preparing to leave his client's home for the day. Mr. Perez, his client, demands that Richard buy him some soup at the grocery store before he leaves. This errand is not in the care plan, but Mr. Perez tells him that he really wants some soup. Mr. Perez begins to cry. What should Richard do in this situation?

Short Answer

List and briefly explain five money-saving tips.

5. List guidelines for handling a client's money

Short Answer

- ### True or False

2. ____ It is fine for a home health aide to use her client's money for her own things as long as she pays it back soon.
3. ____ It is a good idea for the HHA to estimate the amount of money he will need before requesting it.
4. ____ The HHA should return receipts to the client or family member as soon as possible.
5. ____ The HHA should keep a client's cash separate from her own.
6. ____ If a client is unsure about his budget, the HHA should give him financial advice and budgeting tips.