

ORGANIZATIONAL AND TIME MANAGEMENT (OTM) SKILLS

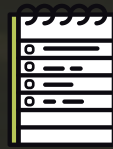
OTM SKILLS SHOULD BE VIEWED AS PIVOTAL SKILLS BECAUSE MASTERY OF THEM POSITIVELY IMPACTS OTHER IMPORTANT SKILLS CRITICAL TO THE SUCCESS OF A SUPERVISOR AND CLINICIAN.

OTM SKILLS WERE THE SINGLE BEST PREDICTOR OF SUCCESS OR FAILURE IN CASELOAD MANAGEMENT SKILLS FOR BCBA®S (LEBLANC ET AL., 2020).

PLANNING AND TIME MANAGEMENT FOR PROJECTS AND TASKS



Break projects and task into smaller actionable steps



List out materials needed (plan extra time of new materials need to be obtained or created)



Create a timeline (e.g., terminal due date and due dates for each step)



Estimate time to complete each step

Tip — slightly overestimate to build in some wiggle room and still meet the due dates



Schedule time in calendar to complete tasks

Tip — schedule activities at optimal times (e.g., to minimize distractions and maximize needed functions like focus or creativity)

Critical Strategy for Becoming a Master of Time and Task Management: regularly schedule and protect **think time** (i.e., time to take a breath, reflect, and think about people and projects) and **planning time** (e.g., review your calendar, projects, and tasks) at least weekly.

REMEMBER:

1. Self-assess your OTM skills
2. Assess trainee's OTM skills
3. Expressly teach OTM skills

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