

# Time Management Sheet for Nurses - Day Shift

Date:

| <i>Patient History &gt;&gt;</i> | Patient One: | Patient Two: | Patient Three: | Patient Four: |
|---------------------------------|--------------|--------------|----------------|---------------|
| 7:00am - 8:00am                 |              |              |                |               |
| 8:00am - 9:00am                 |              |              |                |               |
| 9:00am - 10:00am                |              |              |                |               |
| 10:00am - 11:00am               |              |              |                |               |
| <b>Handover Notes</b>           |              |              |                |               |
| 11:00am - 12:00pm               |              |              |                |               |
| 12:00pm - 1:00pm                |              |              |                |               |
| 1:00pm - 2:00pm                 |              |              |                |               |
| 2:00pm - 3:00pm                 |              |              |                |               |
| <b>Handover Notes</b>           |              |              |                |               |

Key: (M) = Medications    OBS = Observations    W = Wound Care    FBC = Fluid Balance Chart    ★ = Progress Notes