

On Demand Deck - Creating Balance in Case Management.pptx

10 - 16 Dec 2025

Poll results

Table of contents

- What is your "why" for doing this work?
- What are some aspects of your identity other than your role at work? What else makes you “you”?
- What practical resources or strategies would help you manage your workload?
- What strategies do you use to help you find time for the administrative side of case management work?

What is your "why" for doing this work?

109



[illegible]

What practical resources or strategies would help you manage your workload?

(1/5)

088

- Taking a walk
- What's the least I can do right now?
- Having lunch together with others
- Take small brakes
- Work at office
- Prioritize tasks
- working out
- Music
- Talking to friends
- Having a support system
- Praying
- Turning work off when I am off
- Pilates
- Maintaining regular hours
- Acknowledging my small wins immediately
- Prioritizing
- Manage time
- chit chatting
- Listening audio Bible
- Music
- Balancing my personal and work life
- Saying "no"
- Giving priorities to my tasks
- Walking

What practical resources or strategies would help you manage your workload? (2/5)

0 8 8

- Emotional support drink
- Running
- Ask for support
- Sport
- Priotize assessment
- Schedule work time and breaks
- Riding my bike
- Listening to music
- Breathe
- Scheduling appropriately with breaks
- Meditation, yoga
- Yoga
- Leaving work at office
- Coffee
- Take a breath when needed
- Having to do list
- A support system that is not in this field
- Urgent vs non-urgent activities
- Saying no
- Praying
- Our job provides workplace yoga on Fridays
- Following work schedule
- Meals
- Taking a walk at lunchtime
- stop looking at screens for a

What practical resources or strategies would help you manage your workload? (3/5)

0 8 8

- few minutes every couple hours
- Taking time to myself
- Focus on what you can control
- talking though difficult client situations
- Eating throughout the day
- List my tasks
- Writing down notes and making scheduling
- Quiet time to reset
- Yoga
- Prayer
- Stretch
- Having a to do list
- prayers Breathing Walking
- Listen to music.
- Reading
- Taking care of self
- Lunch!
- Protecting your time
- Better software
- Saying no
- Sleep well at night
- Taking your entire lunch break
- Go for a walk
- Praying
- Having a list of what to do daily
- Dividing my time to make sure

What practical resources or strategies would help you manage your workload?

(4/5)

0 8 8

- I complete all my responsibilities
- Talk to my coworkers
- stretching
- Taking walks
- Tea
- Music breaks
- To do list
- Prioritizing stuff
- Hold others more accountable/over functioning
- Do exercise
- Taking breaks
- Listening to gospel music
- Taking care of my pets
- getting enough sleep
- Check ins with supervisor or team
- Coffee
- Music
- Lunchtime yoga
- Journaling and self reflection time
- get outside in the sunlight
- Breaks
- HOBBIES
- Exercise
- having reasonable expectations
- Sticking to my calendar
- Learning how to prioritize better
- Prioritize

What practical resources or strategies would help you manage your workload? (5/5)

088

- Walk
- Daily walk breaks
- Beauty
- Having good time management
- Drink more water
- Divide work days for specific tasks
- Using my calendar
- Yoga
- Walking
- Prayer
- Enjoy reading books
- Leaving work at work
- Movement
- Take time to slef
- Therapy
- Take mini breaks throughout the day
- Don't skip lunch
- Exercising daily
- Small breaks
- Prayer
- To do list
- Taking breaks

What strategies do you use to help you find time for the administrative side of case management work?

(1/4)

063

- While I work remotely
- Do tasks in chunks
- Working remotely
- Case noting the same day and not have it pile up.
- Closing my door
- Do notes same day or next day of the clients' contact
- Setting times
- Setting case notes time separately
Right after the appointment .
- Proper to do list
- Specific day and time for administrative tasks including case notes
- Close door for an amount of time
- Hide!
- Setting times
- Leave extra time at the end of the meeting
- Multitasking during waiting times for doc appointments write in word and then upload to software system
- Template case notes
- Forward calender hours for team.
- Turn off notifications

What strategies do you use to help you find time for the administrative side of case management work?

(2/4)

063

- Work from home
- Going with my to do list
- Working from home (no distractions and quiet time)
- Using paperwork as a break from direct services
- Early in the morning before clients start reaching out
- Set early hours for case notes
- Working from home
- Schedule appointment
- Telling providers I need a few minutes for documentation before I see the next patient
- Do it first thing in the morning
- Not having client meetings on one day
- Block out time
- Find a quiet and isolated room
- Going for a walk to just breathe
- Limited time
- try to document by the end of the day
- Do not disturb signage
- Take a appointment free day
- WORK FROM HOME!!
- CN before adding more tasks

What strategies do you use to help you find time for the administrative side of case management work?

(3/4)

063

- Try to set aside time after each meeting for case note and case notes
- Not over booking your schedule
- completing notes after meeting with client
- Setting time after meeting with clients to complete the case note
- Leave time at the end of each meeting to document
- Use physical calendar
- Blocking calendar Setting specific days for specific works
- Requesting work from home
- Afternoon work with docs
- Working during down time
- Designate one day of the week for paperwork
- Working from home
- Hide in a conference room away from coworkers
- Using mental health days
- Blocking calendar
- Limit time
- Starting early
- Starting the day off with documentation before I get busy

What strategies do you use to help you find time for the administrative side of case management work?

(4/4)

063

- daily reminder
- Set aside time on fridays
- Block time in calendar
- Work from home
- Working from home.
- Blocking calendar
- I use Calendar for reminders
- Set alarms and block scheduling
- Limiting distractions
- setting a specific day for case notes
- Administrative day
- Closing my office door
- Request work from home
- Blocking calendar