

## SPECIAL PAPER

### Time Management in Nursing Work

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#### Abstract

**Objective:** To view the importance of time management in nursing work and to find the best steps and strategies that help in time management.

**Methodology:** integrative review with the following guiding questions: What's time management? How to manage time in the nursing work? What are the strategies used in managing time? Searches were performed in Medline, EBSCO, WILEY, Elsevier databases, and RCN publishing company. Reviewing articles from different journals that published from 2005-2012, and books that concerning about the topic with the following categories: management, leadership, free time, nursing work, and administration of the time.

**Results:** The results highlight that the nurses have to use the strategies in their works in order to deliver better quality care, get more done and feel less stressed in the process, as well as to develop their self's.

**Conclusion:** Proper planning and good organization of time with the proper implementation of the plans and positive disposition towards wasting time gives us a successful and effective management of time.

**Keywords:** Time Management; Time Strategies; Time in Workplace; Free Time, Nursing.