

# Look after yourself checklist

## Top 10 tips to being a healthy, stress-free and effective Practice Manager!

- 1. Take your lead from your peers – they should be your best guide.
- 2. Keep track of all tests ordered – you will be expected to know the results.
- 3. Avoid unnecessary hassles – get your X-ray (imaging) list or operating lists in early.
- 4. Learn on the job – if you are not familiar with a medication you have to prescribe, look it up.
- 5. Develop good time management skills – this will assist in saving you from stress.
- 6. Keep your records up to date.
- 7. Put time and effort into clinical handover – a shared understanding of information is crucial.
- 8. Don't skip meals – make sure you take regular food breaks.
- 9. Get enough sleep – sleep-deprived doctors make mistakes.
- 10. Exercise – block out time in your diary to exercise and keep your mind and body healthy.