



Mastering Documentation:

EXECUTIVE

FUNCTIONING &

MINDSET TOOLS

THAT WORK

CREATED BY

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ABOUT

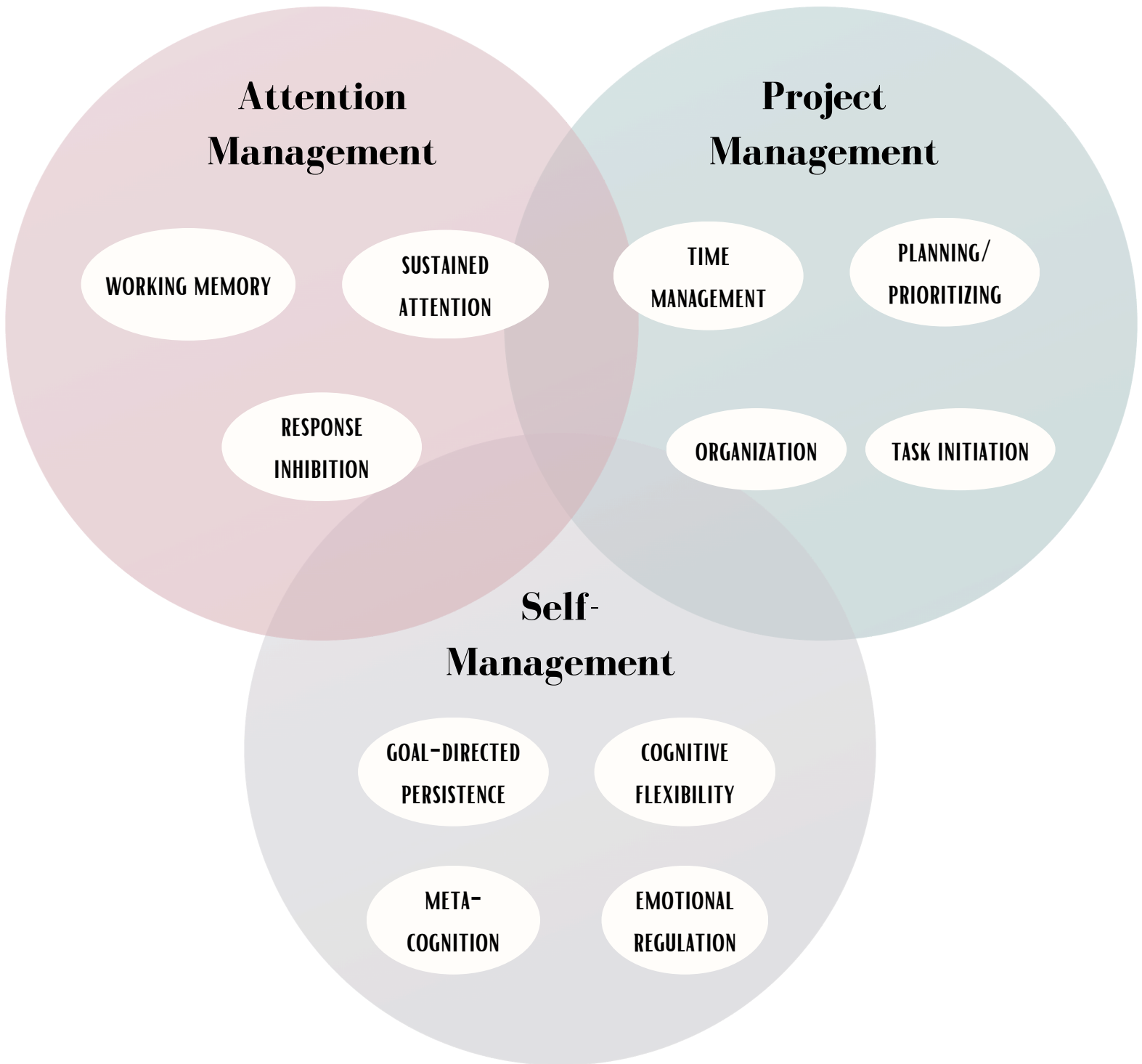
Hi! I'm Theresa Harp, a speech pathologist-turned-productivity coach who helps busy SLPs manage their time at home and at work. As a mother of four and a small business owner with ADHD, I understand how chaotic life can feel. I firmly believe that women are capable of achieving greatness without all of the overwhelm and burnout. Together, I partner with my coaching clients to manage both their time and their mind so they can schedule their days doing what they love. I've created this resource to help you complete your documentation with simplicity and ease..

PODCAST

Be sure to check out the podcast, *Work-Life Balance for Speech Pathologists*, to learn how to love your career and your personal life at the same time!



EXECUTIVE FUNCTIONING SKILLS



ADAPTED FROM DAWSON & GUARE. SOURCE: DAWSON AND GUARE EXECUTIVE SKILLS IN CHILDREN AND ADOLESCENTS: A GUIDE TO ASSESSMENT AND INTERVENTION, 2ND EDITION, GUILFORD PRESS (2010) AND COACHING STUDENTS WITH EXECUTIVE SKILLS DEFICITS, GUILFORD PRESS (2012).

EXECUTIVE FUNCTIONING & DOCUMENTATION

EF SKILL	DESCRIPTION	ND-AFFIRMING STRATEGY
working memory	The ability to store & retrieve information in your memory while completing tasks.	Keep a notepad next to you while working to jot down things you need to remember.
sustained attention	The ability to maintain focus on a task without becoming distracted.	Limit external distractions (e.g. turn off notifications, put phone in another room). Limit internal distractions by using self-talk to guide your actions.
response inhibition	The ability to think before taking action (i.e. impulse control).	When you feel the urge to take action, pause and think first.
time management	Includes the ability to estimate how long a task will take, to sense the passage of time, meet deadlines, etc.	Use analog timers that allow you to see the passage of time.
organization	The ability to store information and materials with order.	Store your digital evaluation materials in one place. Consider how you'd search for the file and label it accordingly.
planning/prioritizing	The ability to identify the steps/sequence for completing a task while distinguishing between what is/isn't important.	Before starting a report, write down the steps you'll take and the 3 most important points to include in your documentation.
task initiation	The ability to begin a task within a reasonable timeframe.	Break down a task into micro-steps and start with just 5 minutes. (e.g. instead of "write a report," try "open the case file.")
goal-directed persistence	The ability to set and reach a goal despite challenges or competing interests.	Use intrinsic and extrinsic rewards intermittently and/or when documentation is complete.
cognitive flexibility	The ability to change your thoughts and actions, often in response to setbacks.	Name the feeling and identify what is and isn't within your control (e.g. <i>I'm frustrated this deadline got moved up, but my report can be succinct and still meet expectations.</i>)
metacognition	The ability to observe your own thoughts and actions (e.g. self-awareness).	After completing a report, write down what worked, what didn't work, and what you'd do differently next time.

TIME MANAGEMENT

Tips for the Busy SLP



MAKE LISTS

Keep lists of what you want to accomplish. It might help to start with a brain dump: simply write down any task that pops into your mind--don't filter!

Consider "Not To Do Lists," where you write down things you *won't* be working on.



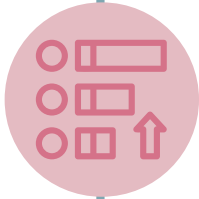
USE TIMERS

You can set timers to start a task (great for those who struggle with task initiation) or timers to complete a task (great for those who are easily distracted).

All timers are not created equal. Consider analog vs digital and what works best for your brain.

PRIORITIZE

Look at your lists and number them in order of importance. Consider the difference between urgent (i.e. time sensitive) and important (i.e. goal oriented).



BATCH

Group similar activities and work on them together. Tasks that are repetitive and/or routines-based tend to be ideal candidates for batching (e.g. session plans, SOAP notes, billing, etc).



LIMIT DISTRACTIONS

While distractions are part of life, many can be reduced. Consider putting your phone on Do Not Disturb and/or setting up screen time limits. Close your door. Use headphones (or don't, if that distracts you). Keep a pen and paper handy to jot down any intrusive thoughts when you're focused on a task.



OBSERVE YOUR THOUGHTS

Time management strategies can lead to short term gains, but if you want lasting change, you must address your underlying thoughts and beliefs. You are worthy of your time.



MINDSET & DOCUMENTATION

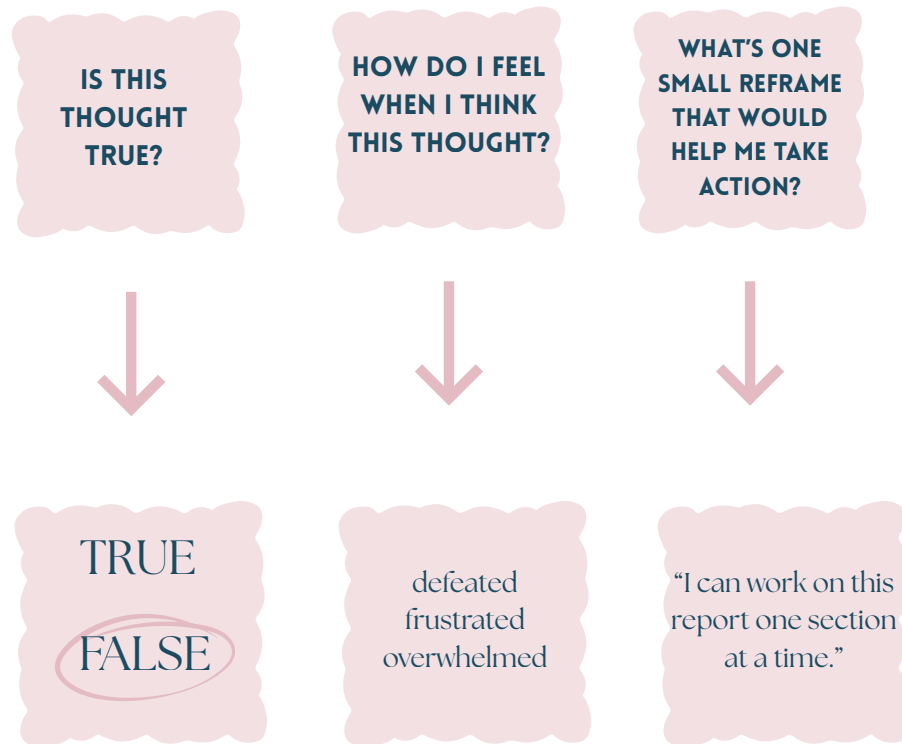
Executive functioning strategies can help SLPs complete documentation more efficiently, but mindset plays an important role as well.

The way we think about documentation influences how we feel about it—and whether we actually get it done.

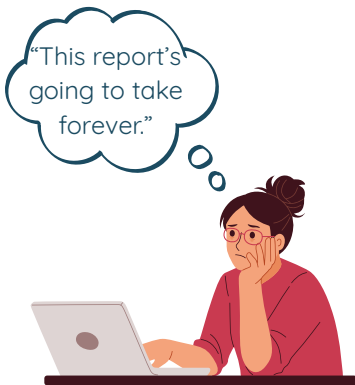
Exercise:

Grab a piece of paper and do a quick brain dump of your thoughts about documentation (SOAP notes, evaluation reports, progress notes, etc).

Then reflect on the following questions:



Example:



THERESA HARP

Certified Productivity Coach

Theresa is an accomplished speech-language pathologist and dedicated time management coach specializing in assisting busy professionals with optimizing their time. With her expertise, Theresa collaborates with individuals, groups, and organizations to maximize their productivity by leveraging their unique strengths and utilizing research-based time management strategies.



SIGNATURE TOPICS

- ✓ Overcoming Procrastination
- ✓ How to Prioritize Tasks
- ✓ Systems That Scale Time
- ✓ Redefining Work-Life Balance
- ✓ Needs and Values to Optimize Time
- ✓ Plan Your Week in 15 Minutes



Check out
the Podcast!

CLIENT FEEDBACK

“We brought on Theresa to do 8 weeks of group coaching on time management for our administrative/leadership team and for our therapists. It was a great reflective practice to identify, trial, and reflect on personal strategies that work. She facilitated group discussion and tailored the coaching to our needs. Definitely worth it!”

Amy C.

“My experience working with Theresa was invaluable.”

Courtney C.

“I would work with Theresa again in a heartbeat! I highly recommend Theresa if you want to learn how to manage your life the RIGHT WAY.”

Denise B.

Theresa
Harp
— coaching —