

Project Me: Don't Be Too Busy for Personal, Professional Goals

Save to myBoK

by Linda Kloss, RHIA, CAE

Summertime, and the living is easy..." At this time of year, we remember the promise held by the summers of our childhood. There were so many wonderful possibilities—bike riding, trips to the beach, summer camp, family vacations, long evenings to play outdoors—and so much time before school responsibilities resumed in the fall.

I recall feeling that I deserved those months off; they were my reward for having worked hard in school all year. As adults we compress our renewal into a few long weekends and a week or two of vacation each year. While essential for rest and relaxation, these short breaks are often not sufficient for the kind of revitalization we need. Wouldn't it be great to feel again that there is so much time and so many possibilities?

Finding Time for "Project Me"

How often do you have the "I've been so busy" conversation with friends and colleagues? It's easy to get caught up in the too-busy syndrome, and it can become something of a trap. We are all busier than we would like to be, but we can't let this become an excuse for not pursuing the goals that will make us happier as human beings and more effective as professionals. "Project Me" is just as important as your other responsibilities. Now, how can you make time for it?

In "Stealing Time," Nadinia Davis, MBA, CIA, CPA, RHIA, advises balance through personal project management and offers many useful techniques to help us combat the too-busy syndrome. If you have some good techniques that enable you to balance all the demands of your full life, please share them with your peers on the AHIMA Community of Practice.

When I feel like projects are running me instead of the other way around, I try to regroup by understanding what I am trying to accomplish and planning out the project. One key to regaining control and reclaiming time and perspective may be to improve your project management skills. Patricia Seidl, RHIA, provides a primer in "The Art and Science of Project Management." You can also develop these skills by taking AHIMA's Web-based continuing education course, "Project Management for the Healthcare Professional."

Project Me = Professional, Personal Development

Being at the top of our game has never been so important. HIM is undergoing such change because of technology and the economic and social factors affecting healthcare. In our cover story, "Not-So-Strange Bedfellows," learn about the essential teamwork between HIM and IT staffs for optimal information management.

Professional effectiveness, including the ability to balance one's career with personal priorities, requires a combination of skills, attributes, and attitude. Written by educators who are well experienced in launching new professionals, "Smart Strategies Ease the Way for New Managers," by Madonna M. LeBlanc, MA, RHIA, and Barbara J. Manger, MPA, RHIA, CCS, offers advice for those just starting out and a refresher for all of us who need to revisit the essentials.

This summer, let's all identify a personal goal in Project Me and make it a priority. Let's see, I'm going to take that yoga class and reorganize my home office and schedule a week at the beach with a couple of good books...ah, the possibilities.

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