METAsin Coaching Menu

On-Shift/Clinical Performance

- Documentation / Charting
- Procedures
- Multi-Tasking
- Stressors on shift
- Improving shift performance
- Inter-personal interactions
- Cognitive BandWidth
- Teaching

Burnout / Joy Deficit / Overwhelm

Productivity

- Email
- Calendar Management
- Trusted Task Management System
- Scheduling
- Automation
- Time Blocking
- Time Tracking
- Online Meetings
- New Media
- Sleep
- Communication Skills
- SOPs (Standard Operating Procedures)
- Checklists
- Digital Decluttering
- IRL Decluttering/Organization
- Stress Management
- Meditation
• Contacts Management

**Personal Knowledge Management**
- PKM Capture
- PKM Processing and Managers

**Non-Technical Skills**
- Leadership
- Team Communication
- Teamwork
- Briefing/Debriefing
- Conflict Management with Peers

**Academic Skills**
- Presentation Skills
- Speaking Skills
- Curriculum Vitae
- Promotion
- Career Planning

**Mindset, Expertise, Mastery**
- Tension/Relaxation
- Smaller Circles
- Gamification
- Flow

**Clinical Project Planning**