

# **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**