

Here is a list of 20 words and expressions taken from Trevor McElhaney (JD, Director of Consulting), *Mastering Time Management: Essential Strategies for Physicians*, June 5, 2024

<https://www.doctorsmanagement.com/blog/mastering-time-management-essential-strategies-for-physicians/>

(This list was compiled by Le Chat, by Mistral, 20 January 2026)

1. **Systematic** – Done or acting according to a fixed plan or system; methodical. *Synonyms:* methodical, organized, structured
2. **Leverage** – Use (something) to maximum advantage. *Synonyms:* utilize, exploit, capitalize on
3. **Prioritize** – Designate or treat (something) as more important than other things. *Synonyms:* rank, emphasize, focus on
4. **Eisenhower Matrix** – A time management tool that categorizes tasks based on urgency and importance. *Synonyms:* Urgent-Important Matrix, Priority Matrix, Decision Matrix
5. **Delegate** – Entrust (a task or responsibility) to another person. *Synonyms:* assign, entrust, transfer
6. **Streamline** – Make (an organization or system) more efficient by employing faster or simpler methods. *Synonyms:* simplify, optimize, rationalize
7. **Telemedicine** – Remote diagnosis and treatment of patients using telecommunications technology. *Synonyms:* virtual care, remote medicine, e-health
8. **Decision Fatigue** – The deteriorating quality of decisions after prolonged decision-making. *Synonyms:* cognitive overload, mental exhaustion, choice overload
9. **Time Blocking** – Dividing the day into blocks of time, each dedicated to a specific task. *Synonyms:* time chunking, scheduling blocks, task batching
10. **Batching** – Grouping similar tasks together to complete them in a single time period. *Synonyms:* grouping, clustering, consolidating
11. **Align** – Bring into agreement or cooperation. *Synonyms:* coordinate, synchronize, harmonize
12. **Buffer Times** – Extra time allocated between tasks to accommodate delays. *Synonyms:* cushion time, slack time, contingency time
13. **Administrative** – Relating to the running of a business or organization. *Synonyms:* managerial, clerical, bureaucratic
14. **Multitude** – A large number of people or things. *Synonyms:* abundance, plethora, profusion
15. **Foster** – Encourage the development of (something desirable). *Synonyms:* promote, nurture, cultivate
16. **Sustainable** – Able to be maintained at a certain rate or level. *Synonyms:* viable, enduring, maintainable
17. **Comprehensive** – Including all or nearly all elements of something. *Synonyms:* thorough, complete, exhaustive
18. **Transition Times** – Periods required to switch from one task to another. *Synonyms:* switch-over periods, changeover times, shift times
19. **Enforce** – Compel observance of or compliance with (a law, rule, or obligation). *Synonyms:* implement, uphold, impose
20. **Reinforce** – Strengthen or support (an object or substance). *Synonyms:* bolster, fortify, support