

# Time is Money: Creating Time in Your Current Staffing Model

Travis Wolff, PharmD, BCACP  
Questions? [Travis@PharmFurther.com](mailto:Travis@PharmFurther.com)

## Using Current Staff

### I. Bus Driver

### II. Job Crafting

### III. S Curve

Starts with understanding who your staff are, where they're at, and what your business needs are.

### I. BUS DRIVER WORKSHEET (concept from Jim Collins)

What seats do you have?

Employee Name	Current Position/Job Tasks
1.	
2.	
3.	
4.	
6.	
7.	
8.	

Too many people in one seat?

Empty Seats?

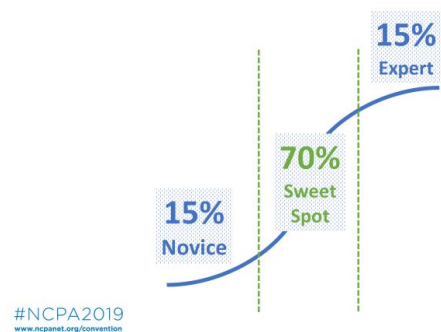
### II. JOB CRAFTING PROCESS (concept from Dan Cable)

1. Have a short discussion with each employee.
  - a. Ask of all their job duties, what do LIKE doing?
  - b. What do they DISLIKE the most?
  - c. Where would they like more opportunity?
2. Doesn't mean we don't do jobs we don't like; when given opportunity to do what we like or feel we are good at, we will efficiently complete needed tasks in order to have time.
3. Goals of this exercise:
  - a. Doesn't take money, just time!
  - b. Mix and Match Overlap of LIKES.
  - c. Match employee's desires to business owner's goals

**III. S-CURVE ANALYSIS (from Juan C. Mendez and Whitney Johnson)**

What does your pharmacy's curve look like?

Novice	Staff Member's Name
	1.
	2.
Sweet	1.
Spot	2.
	3.
	4.
	5.
	6.
	7.
	8.
Expert	1.
	2.



1. How many staff members do you have in each S-Curve Category?
  2. Are you balanced 15/70/15?
  3. Anyone need to move up? Who? \_\_\_\_\_
  4. Anyone need a new curve? Who? \_\_\_\_\_
- 

## Vetting New Programs

### I. Hedgehog Concept

### II. Financial Targets

### III. Timeline to Profitability

## I. HEDGEHOG CONCEPT (Jim Collins concept)

New Project Idea: \_\_\_\_\_

1. Are you passionate about it? *Yes or No*
2. Is this marketable, or likely to be profitable in your current socioeconomic environment? *Yes or No*
3. Can your team be the BEST at it? *Yes or No*

If you didn't answer YES to ALL 3, then you should pass on this opportunity in order

**devote time and resources to activities that you can answer YES to ALL 3.**

## **II. FINANCIAL TARGETS**

- 1. What staff members will be required?
  - a. At what pay rate(s)?**
  - b. For how many hours?****
- 2. How many units are required to break even on labor?**
- 3. What is the limit on units, either by regulation or other limiting factor?**

## **III. TIMELINE TO PROFITABILITY**

- 1. What is timeline to launch program?
  - a. Is there an accreditation required?**
  - b. What vendor relationships do you need to initiate?**
  - c. Is there space in your current setting, or need to create space?**
  - d. Does this compliment a current service or will you be creating the wheel?****

**Goal is to understand reasonable timeline to profit, so that you can refocus resources in the event that it is unsuccessful.**

---

**CREATING YOUR TIME BUDGET**

**1. How many hours are you open? \_\_\_\_\_**

**2. How many days a week? \_\_\_\_\_**

**Where is your current time going?**

**What tasks must be done, when? Where are there potential opportunities to refocus time?**

	Mon	Tues	Wed	Thur	Fri	Sat
Time you open plus 1 hour or 30 min						
To time you close						

**What does your week look like? Do all days look the same?**

**What are times of the day/week that you can't spare time?**

**Where are their opportunities for projects?**

**Next Step: Determine how long your new idea will take to implement and develop a controlling calendar based on the time slots you've identified in your weekly work week.**

**Questions? [Travis@PharmFurther.com](mailto:Travis@PharmFurther.com)**