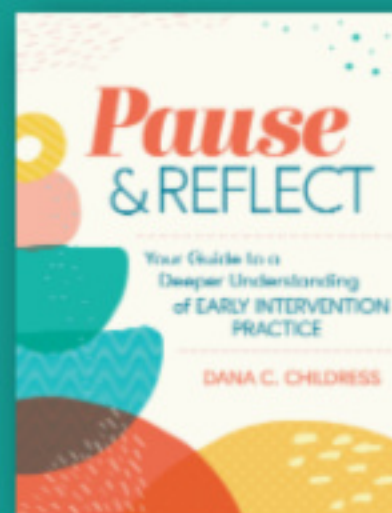


# 4

## tips for scheduling **EARLY INTERVENTION HOME VISITS**



### 1

**Cluster visits in the same area.** When you schedule your days, be as intentional as you can to schedule visits in the same area on the same day. A caveat: Clustering is a great strategy when families have flexibility; when their schedules are less flexible or the routine you need to observe happens on a different day, clustering may not work. Use it when you can but stay flexible.

### 2

**Block one full hour on your calendar for 45-minute visits.** If you schedule 45-minute visits, block 1 hour so you have a cushion in case the family needs a little more time. You can also use this time to jot down notes about the visit that you can use when you type up your contact note later, to contact other team members from your car between visits, or to ensure that you have some breathing room or a quick break.

### 3

**Make being on time a priority.** If you approach your arrival time as flexible and expect the family to understand, then think about how you feel when you visit doctors or schedule a plumber and they are always running late. It's frustrating and can color your interactions with that person, even if you understand the reason for the lateness. Give yourself space in your schedule to ensure that you will be on time.

### 4

**Be realistic with your daily load.** It can be tempting to agree to squeeze one more visit in. Who really needs a lunch break anyway? You do! Figure out how many visits you can do in a day and remain healthy and energized. You may have daily targets set by your agency for direct service hours, but usually you have control over how these hours are scheduled. Reach your targets but be realistic about how many visits you can manage back to back.