



WORDS MATTER: TOP 10 EFFECTIVE DOCUMENTATION STRATEGIES

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TOP 10 DOCUMENTATION STRATEGIES

- 1) **Practice** When It's Not a Crisis
- 2) Understand Your **Purpose**
- 3) Create a **Shared Vision**
- 4) Create **Breadcrumbs**



TOP 10 DOCUMENTATION STRATEGIES

5) Know Your **Audience**

6) Avoid Creating “**Exhibit A**”

7) First Pass = **Write, Don't Think**



TOP 10 DOCUMENTATION STRATEGIES

- 8) Keep **Emotions** Out of It
- 9) Record **Exact Quotations**
- 10) Avoid **Protected Class** References



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Pro Tip #1: Create safe **white space** for doodles

Pro Tip #2: **Hot Potato** Dr.'s notes

Pro Tip #3: Document **verbal/oral warnings**

Pro Tip #4: It May Not Be **Too Late...**



THANK YOU!

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