

Ideas to go...

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Inevitably, teachers have more tasks to do during a day than time available. Here are some proven time-management tips that can help you in your career, as well as in your personal life.

- Write down the tasks you have to complete, rank them, and work through them in priority order.
- Ensure that you have given yourself ample time to complete your “to do” list, taking into account your daily interruptions.
- Do difficult jobs first, when you are at your best. Tend to minor jobs when you are tired.
- Set deadlines for all jobs and stick to them.
- Do not put off unpleasant tasks. Jobs rarely get more pleasant by being postponed.
- Set times for recurring jobs, such as going through the mail, grading papers, and doing computer input.
- Establish times when you cannot be disturbed, except for real emergencies.
- Plan your telephone calls. Make a brief note of what you want to say and what you need to find out.
- If you have several phone calls to make, do them all back-to-back.
- When you start a piece of work, try to finish it without interruptions. If you have to finish it later, you will lose time picking up where you left off.
- Learn to say “no.”
- Monitor how you use your time, and make conscious changes to your behavior.
- Make a habit of finishing the main job of the day before you go home.
- At the end of each day, clear your desk and plan your activities for the next day.

time management

