

Time Management

Time management is the ability to **plan** and **control** how you spend the hours in your day to **effectively** accomplish your **goals** (Psychologytoday.com).

Why do people Miss Management Time?

Poor time management can be related to *procrastination*, as well as problems with *self-control*. Skills involved in managing your time include planning, setting goals, prioritizing tasks, and monitoring where your time actually goes

Planning: (for the future)

Goal setting: (accomplish)

Prioritizing: (tasks in order of importance and/ urgency)

Decision-making: (do or not to do)

Delegating: (Can someone else do it)

Scheduling

Urgent and important time management matrix

<p>Urgent and Important 1 - DO NOW</p> <ul style="list-style-type: none"> • emergencies, complaints and crisis issues • demands from superiors or customers • planned tasks or project work now due • meetings and appointments • reports and other submissions • staff issues or needs • problem resolution, fire-fighting, fixes <p>Subject to confirming the importance and the urgency of these tasks, do these tasks now. Prioritize according to their relative urgency.</p>	<p>Not Urgent but Important 2 - PLAN TO DO</p> <ul style="list-style-type: none"> • planning, preparation, scheduling • networking relationship building • thinking, creating, modelling, designing • systems and process development • anticipation and prevention • developing change, direction, strategy <p>Critical to success: planning, strategic thinking, deciding direction and aims, etc. Plan time-slots and personal space for these tasks.</p>
<p>Not important but Urgent 3 - REJECT AND EXPLAIN</p> <ul style="list-style-type: none"> • trivial requests from others • apparent emergencies • misunderstandings appearing as complaints • pointless routines or activities <p>Scrutinise and probe demands. Help originators to re-assess. Wherever possible reject and avoid these tasks sensitively and immediately.</p>	<p>Not Important not Urgent 4 - RESIST AND CEASE</p> <ul style="list-style-type: none"> • 'comfort' activities, computer games, net surfing, excessive cigarette breaks • chat, gossip, social communications • daydreaming, doodling, over-long breaks • reading nonsense or irrelevant material <p>Habitual 'comforters' not true tasks. Non-productive, de-motivational. Minimise or cease altogether. Plan to avoid them.</p>

To do List Technique

Step 1: Write down all of the tasks that you need to complete

Step 2: Run through these tasks allocating priorities from A (very important, or very urgent) to F (unimportant, or not at all urgent).

THINGS TO DO TODAY	
Date _____	COMPLETED
1) _____	<input type="checkbox"/>
2) _____	<input type="checkbox"/>
3) _____	<input type="checkbox"/>
4) _____	<input type="checkbox"/>
5) _____	<input type="checkbox"/>
6) _____	<input type="checkbox"/>

Scheduling Technique



Weekly Specialist Schedule

Daily
recess/lunch- 11:20-12:00
afternoon recess- 2:00-2:15

Monday-
Art- 2:20-3:05

Tuesday-
Spanish- 10:20-11:05 first half
Health- 10:20-11:05 second half

Wednesday-
Library/Computer- 9:30-10:15

Thursday-
Physical Education- 10:20-11:05

Friday-
Music- 10:20-11:05