EFFECTIVE TIME MANAGEMENT EVERY TEACHER SHOULD KNOW

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Teachers have so much work in their hands. Loaded with professional and personal concerns, it is important for them to take advantage of effective time management principles.

Take note of these:

1. Plan on paper- anything that’s unwritten is not a plan, it’s only an idea. If you write it down, you have a better chance of properly developing and executing your tasks.

2. Create a work center being- Being organized saves you time. Clutter is your no. 1 enemy. Make sure your work space is free from distractions and arrange it so you can automatically shift to work mode when you’re there.

3. Plan for the unplanned- Never schedule your work without allotting time for last minute emergencies that can ruin your whole schedule. Flexibility to accommodate unplanned events is essential.

4. Plan to plan- Find time to reflect on what you have accomplished.

5. Develop an action plan- Develop an action plan for all your tasks then develop action steps for each requirement.

6. Learn to delegate and say no- Do only what you can do. Delegate tasks that can be delegated and make sure you can say no to your friends when you know you can’t afford to spend time doing tasks for them.

7. Overcome your tendency to procrastinate- Procrastinations ruin your entire schedule. Make sure you recognize your tendencies to procrastinate so you can turn away from these tendencies.

Observe these tips and teachers like you can relive from loaded problems and concerns.
References:

5 Time Management Tips for Teachers
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