MAKE TIME MANAGEMENT INTO HABIT

by:
Mary Grace N. Bamba
Teacher III, Limay Elementary School

“Time is gold”, this quotation is really noteworthy. It is difficult to take control of every single minute of the day. Time is one of the most significant resources you have, but sometimes you fail to use it wisely.

Being a teacher requires excellent time management skills. There are many tasks to be accomplished; preparing lesson plans and IMs, checking of papers, computing grades and actual teaching. Aside from facilitating learning, teachers also do clerical works such as doing reports, training and reviewing pupils for contest and alike. Sometimes teacher often feel that it is very impossible to do it all in allotted time. If you fail to manage your time you may not meet the deadlines, work quality will be affected and stress is very high.

Your daily endeavor in your workplace require good time management that allows you to accomplish more in shorter period of time. It helps you to get things done faster. Making time management into habit will help every teacher to organize the most important task in the day. You learn to prioritize which task is more important to be accomplished. You will not feel “loaded” in your work or too much to do. It also resulted to less mistakes in your work.
Managing time effectively will minimize stress. It helps a person to feel less stress about what needs to be completed. If you practice time management you will not be surprised what to be done. No need to rush things; you will be stress free in your workplace. Also, it can make you more productive and perform well since time is not wasted. Tasks are completed ahead of time making you a good and effective in your work. Even your punctuality relies too on your time management.

Always manage your time effectively so that the right time is allocated for the right activity. For better time management, you should plan, prioritize, don’t multitask and cutoff distractions.

Remember, Stephen Covey said, “Time management is really a misnomer, the challenge is not to manage time, but manage ourselves”

References: