THE IMPORTANCE OF TEACHING TIME MANAGEMENT SKILLS IN SCHOOL

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Managing your time efficiently is as important as doing your homework and submitting your report on time. Time management comprises thorough scheduling and regulating your time in spending on a certain task. Spending your time correctly may increase the efficacy and competence of the outcome of your work. It can help you to avoid cramming and submitting substandard work to your teacher or superior. Therefore, it is a skill that must be taught in school. Teaching time management in early years may be a great help to the students in order for them to be very effective in their careers in the future. They have to learn how to set their goals and learn to be great managers of their time.

In relation to that, here are the skills that can be enhanced in teaching proper time management.

1. Setting a goal or target. It is very important for a student to set his or her goal so that he/she can still have time for leisure or other things that he/she has to do.

2. Choosing your priority. A student must know how to prioritize his/her tasks. This can be done through analysing the tasks from the most difficult to easy so that he/she can spend more time in doing difficult task and less time for the easy ones.

3. Organize the tasks. In organizing the tasks, the student must be aware of the deadlines of his/her homework or report. He/She can do the task or reports that will be submitted earlier than the others.
4. Stress management. A student who knows to manage his/her time effectively can also manage his stress because the pressure on doing things will be lessened. Cramming may result to stress and stress can produce incorrect or poor reports or assignment.

Therefore, it is truly important to teach good and effective managing of time to students. It also allows them to use the best of their skills and abilities in doing their task and enjoy the fulfilment of their achievement. Managing time effectively is one of the most looked-for skills in employment.

References:
