TIME MANAGEMENT TIPS FOR TEACHERS

by:
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Have you ever heard the phrase, “A teacher’s work is never done.”

For a teacher, managing time in this fast-paced world can be a very difficult task. This phrase sums it up. Teaching is a challenging profession, and with it comes the need to balance daily tasks, goals, and not to mention overwhelming amount of paper works loaded with professional and personal concerns. Here are some tips for time management. First, plan your works. You must write your plan. Anything that is not written is not a plan. Seek the help of the Social Media. Instead of spending hours scouring the Internet for lesson plan ideas, all you have to do is post a question of spending hours. Another is, develop an action Plan for all your tasks develop action steps for each requirement. In addition, develop flexible standards. Remind yourself that having flexible standards, when you have the time to spend more time on a particular task, use that time to improve the standards of your output. Also, learn to delegate and say no. Do only what you can do. Delegate tasks that can be delegated. In addition, reward yourself for success. List rewards for your achievements.

To get ahead in your career, deliver projects successfully. Get the needed promotion or a pay rise through proper time management. It is also important to start your day with a clear focus. Don’t ever to procrastinate. Procrastination ruins your entire schedule.

Time management strategies of a teacher often focus on time itself. of a teacher. The right way time management system is a way of thinking that focuses on what matters most to you. So teachers try to learn by heart all the reminders give to you.
Reference:

Salandanan, G. Principles and Methods of Teaching. Manila 2006