Desperately Seeking a “Round Tuit”
Time Management for Educators

Presented by:
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Personal Goal Setting

- State each goal in the positive.
- Be precise (put down dates, times and amounts that can be measured).
- Set priorities (1 [very important] to 10 [not that important]).
- Write goals down.
Personal Goal Setting

- Set performance goals, not outcome goals.
- Set realistic goals.
- Set goals high enough to challenge yourself.
Goals

- Artistic:
- Attitude:
- Career:
Goals

- Education:
- Family:
- Financial:
Goals

- Physical:
- Pleasure:
- Public Service:
Goal setting is your Servant, not your Master
A Personal Time Survey

1. Number of hours of sleep each night. 
   ___________  x  7 =  ______________

2. Number of hours grooming each day. 
   ___________  x  7 =  ______________

3. Number of hours for meals/snacks per day (include preparation time). 
   ___________  x  7 =  ______________
A Personal Time Survey

4. Total travel time on weekdays.  
   _____________ x 5 = ______________

5. Total travel time on weekends.  
   _____________ x 2 = ______________

6. Number of hours per week for regularly scheduled functions (meetings, church, get-togethers, etc.).  
   ______________
A Personal Time Survey

- 7. Number of hours per day for household chores.  ____________ x 7 =  ____________
- 8. Number of hours per week for work.  ____________
- 9. Number of hours per week for childcare or care of any other person.  ____________
A Personal Time Survey

10. Number of hours per week for errands
    ___________

11. Other regular activities per week:
    ________________________________

Sub-total:_____________________________

Subtract your sub-total from 168. The remaining hours are what you have left to apply towards unrealized goals:
    TOTAL:  ___________
“Don’t say you don’t have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michaelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein.”

-- H. Jackson Brown
# Time Management Matrix*

<table>
<thead>
<tr>
<th>Important</th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I</strong></td>
<td>ACTIVITIES: Crises, Pressing problems, Deadline-driven projects</td>
<td>ACTIVITIES: Prevention, Building abilities &amp; assets, Relationship building, Recognizing new opportunities, Planning, recreation</td>
</tr>
<tr>
<td><strong>II</strong></td>
<td>ACTIVITIES: Interruptions, Some calls, Some mail, Some reports, Some meetings, Proximate, pressing matters, Popular activities</td>
<td></td>
</tr>
<tr>
<td><strong>III</strong></td>
<td>ACTIVITIES: Time wasters, Pleasant activities</td>
<td></td>
</tr>
<tr>
<td><strong>IV</strong></td>
<td>ACTIVITIES: Trivia, Busy Work, Some mail, Some phone calls</td>
<td></td>
</tr>
</tbody>
</table>

Quadrant 1
Urgent and Important

- Crisis
- Pressing problems
- Deadline driven projects
- Yours?
Quadrant 2
Not Urgent and Important

- Prevention, Building activities & assets
- Building relationships
- Recognizing new opportunities
- Planning, Recreation
- Yours?
Quadrant 3
Urgent and Not Important

- Interruptions, Some calls, Some mail
- Some reports, Some meetings
- Proximate, pressing matters
- Popular activities
- Yours?
What are some responsibilities you have that you could delegate or train others to do? How can you begin this process?
What Could You Delegate?

- Tasks you don’t like to do
- Tasks more easily done by someone else
- Tasks which prevent you from doing something from Quadrant II
To Whom Do I Delegate?

- An expert
- A colleague or peer
- A beginner
Stages of Delegating

- Begin by “parenting” the role or task
- Move to monitoring only
- Finally only visit the task to review or evaluate
Quadrant 4
Not Urgent and Not Important

- Trivia, Busy work
- Some mail
- Some phone calls
- Time wasters
- Pleasant activities
- Yours?
Applying the Time Matrix to Your Life

- Estimate the percentage of your time you spend each day doing activities in each quadrant. Be as honest and as accurate as you can.
Identify a Quadrant II activity you would like to do, but you have neglected to do. Choose one that you know, if done well, would have a significant impact on your life either professionally or personally.
What are some ways you could begin implementing this activity now?
“The bad news is time flies. The good news is you’re the pilot.”

-- Michael Althsuler
Sharpening Your Saw

- Physical:
- Mental:
- Spiritual:
- Social/Emotional:
“Always bear in mind that your resolution to succeed is more important than any other one thing.”

--Abraham Lincoln
“The surest way to be late is to have plenty of time.”

--Leo Kennedy
Tips for Managing Your Time

- Don’t be a perfectionist
- Learn to say “No.”
- Learn to Prioritize
- Combine activities (layering)
- Utilize your bio-rhythms to your advantage
- Learn the difference between urgent and important
Tips for Managing Your Time

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Tips for Managing Your Time

- Be aware of the physical characteristics of your work area that can hinder your progress.
- Learn to delegate!
- Close your door; open selectively.
- Utilize an answering machine. Don’t answer every call.
- Schedule only specific times to answer e-mail.
Tips for Managing Your Time

- Find a quiet “hide-away.”
- Pad your schedule so that you are not thrown by unexpected delays.
- Be aware of “inertia problems” as you execute your plan.
- Safeguard blocks of work time.
“A year from now what will you wish you had started today?”
--Karen Lamb
Are You a Television Addict?

- Yes or No?
  1. Do you watch more television than you want to?
  2. Do you watch whatever is on at least once a week?
  3. Do you use television as a source of background noise or “company” when you are alone?
Are You a Television Addict?

- Yes or No?
4. Has television become a reliable way to relieve stress?

5. Is your television set the focal point of your living room?

6. Do you watch television during meals?

7. Does television keep you up later at night than you would otherwise stay up?
Are You a Television Addict?

- Yes or No?

8. Do you frequently fall asleep in front of the television?

9. Does television keep you from doing something else you would rather do?

10. Does television ever get in the way of responsibilities you must fulfill?
Are You a Television Addict?

- Yes or No?

Count your number of “yes” responses.
What Your Score Means . . .
What Your Score Means . . .

0 – 2 Television does not have a hold on you. As a result, you are more likely to enjoy good physical and mental health. However, you may sometimes catch yourself watching television programs you did not intend to watch.
3 – 6  Television may be exerting its influence over your life, perhaps more than you realize. If you sometimes watch because you don’t know what else to do, pledge to get out of the house next time you’re about to turn on the tube. Remember your friends? It’s time to call them.
7 – 10 You may have an unhealthy dependence on television that is affecting your physical and mental well being. Think about what it might be like to cut back, and talk to a friend or counselor about the feelings that come up when you think about watching less.
How to Cut Down TV Viewing

- Remember what else you enjoy doing.
- Consult the schedule. Do NOT channel surf.
- Tape your favorite programs.
- Relocate the TV set.
- Take a break (turn it off, for a change).
Time Saving Tips for Teachers

- Use “While You Were Out” folders for students who are absent

- Deal with a piece of paper or request only once and at once, if possible. Make a decision and take action right away whenever you can.
To insure that you won’t have to spend time trying to figure out who turned in assignments without a name, place a bright-colored highlighter next to your turn-in basket. Have students highlight their names as they turn assignments in.
Time Saving Tips for Teachers

- Send folders of your “busy work” home to parent volunteers.

- Post a running “To Do List” or “Wish List.” This should consist of projects or prep work you wish you had time to do. Whenever paraprofessionals, parents, or other volunteers are available, you can easily draw upon this list to make the best use of their time and yours.
Time Saving Tips for Teachers

- Make your classroom assistant’s or volunteer’s time more productive by designating mailboxes for them. Use these as a way to communicate assignments and classroom or school news so they can get started without having to wait for you.
Avoid having to repeat instructions for volunteers and other classroom helpers. Create laminated cards that detail the directions for carrying out specific tasks—for example, setting up your art center. Attach a sticky note with any special directions for the day and place it in the individual’s mailbox.
Time Saving Tips for Teachers

- Find a store that makes rubber stamps and order some with the phrases you use the most ("parent’s signature," "graded for," "correct and return," "read but not graded," etc.)
Create multiple lists of your student roster so that they are at your fingertips whenever you need one to check off attendance, lunch, conferences, groups, or other class activities.
More Tips for Teachers

- Sign up for Birthdayalarm.com
- Send yourself reminders through myGoals.com
- Stop junk mail. Call 1-888-5-opt out.
- Shift work time so that you are sometimes at work when others aren’t.
- Let people know that you are busy.
1. Pre-pack your briefcase or purse.
2. Keep your cell phone in its charger on top of your briefcase or purse.
3. Pre-pack your kids’ lunches and back packs.
4. Pre-arrange your clothes, ironing anything that needs it. (When possible, buy wrinkle-free.)
5. Review your next day’s schedule and your kids’ schedules before bed. You’ll sleep better, and dress better, if you know what’s in store.

6. Have the coffee machine prepared so that all you have to do is press “on.” Or make a pitcher of iced tea or coffee ahead of time & keep a cup handy so you can take your drink out the door.
7. Coordinate the bathroom schedules of the people you live with.

8. Have a line-up of several breakfasts, one of which is portable.

9. Keep your make-up case organized and minimal with your every day things most accessible. Have 2 different make-up routines -- one normal, and one “lite” for really rushed days.
10. If you tend to linger too long when you read the newspaper or shower, or set a timer.


12. Morning is no time to be industrious. Fight the urge to get involved in a new project. Stay focused on getting out the door!
More Ideas to Get Out the Door Faster
from Debbie Silver

1. Fill your gas tank the night before.
2. Keep a clean towel in your car along with Wet Wipes.
3. Keep keys, coat, purse, etc. in the same place.
4. Pack your car the night before.
5. Put sticky notes on the door to remind you of important items you cannot pack the night before.
More Ideas to Get Out the Door Faster
from Debbie Silver

6. Avoid phone calls.
7. Limit or turn off the television.
8. Get up 10 minutes earlier.
Your Ideas?
I felt compelled to slow down, way down. And that has made all the difference.

I redefined success and life became simple. Oh, the pleasure in that.

I began to see I didn’t have to chase after life. If I am quiet and hold still, life comes to me.

I gave up the belief that life is hard.

I gave up perfectionism -- that killer of joy.

I could tell the truth about my gifts and my limitations.

I learned to meet my own needs and not call it selfish.
List of References

- Covey, Stephen. 1989. The 7 Habits of Highly Effective People. Simon and Schuster: NY.
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