



# ORGANIZATION AND TIME MANAGEMENT



## What is Time management

Time is limited. No matter how we divide it, there are only 24 hours in a day, and we need to know how to manage them if we want to be efficient and productive in our work life and feel energetic and happy personally, something that increases our quality of life. So-called time management refers to how we organise and plan how much time we spend on specific activities. Spending more hours at work does not mean being more efficient or productive. That is why proper time management at work is essential. Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency or productivity. Time management is a combination of productive work and time prioritization.

“ Time management is the ability to use time productively and efficiently ”

### MAIN FOCUS

**WHAT IS TIME MANAGEMENT AND KEY BENEFITS OF GOOD TIME MANAGEMENT**

**WHY IT IS IMPORTANT IN EDUCATION ?**

**TIPS TO MANAGE YOUR TIME EFFECTIVELY**



# Key benefits of good time management

## BE MORE PRODUCTIVE AND EFFICIENT

Proper time management allows us to achieve more with less effort. It allows us to accomplish tasks more quickly and to make the working day more effective and efficient.



## ACHIEVE GOALS IN LESS TIME

The time we need to accomplish our daily challenges and tasks already exists; we just need to know how to manage it properly in order to achieve our daily challenges in an agile and efficient way.

## A BETTER PROFESSIONAL REPUTATION

Time management is the key to success, as it allows us to become aware of and in control of our lives. It helps us to move forward in our careers through the most sensible decisions and with a vision focused on what we really want to achieve in our professional development.



## IMPROVING DECISION-MAKING CAPACITY

Good time management is related to the ability to make better decisions. When you are pressed for time and have to make a decision, you are more likely to jump to conclusions without considering all options.

## SUFFERING LESS STRESS

Once we learn to manage our time, stress and anxiety levels decrease significantly at work and we feel more energised to tackle our daily tasks. An efficient workflow will allow us to develop new skills to perform our work efficiently.



## INCREASING SELF-CONFIDENCE

Seeing that we meet our daily projects, goals and tasks gives us satisfaction. Seeing that we meet deadlines and exceed expectations is a highly motivating factor.



## IMPROVING QUALITY OF LIFE

Proper time management will allow us to have more opportunities to enjoy our hobbies, spend time with our family or meet with friends. This quality time is priceless and is very important for our physical and emotional well-being.





# Why it is important in education

Time is an invaluable resource in teaching and one that teachers do not exactly enjoy. A teacher needs to plan lessons and personalise them when necessary, examine students, innovate, reflect and, of course, teach. But days cannot stretch over 24 hours, so the key to finding more time is to use strategies to make the most of the time available.

There are so many tasks and activities to be carried out by a teacher that time management and planning play a key role. The teacher manages the time required for teaching and learning activities according to the real needs of each student and the learning he/she intends to achieve.

The teaching process of the teacher and the learning process of each student require a coherent definition of time. The time available to them is limited, therefore, it is necessary that teaching and learning activities, as well as the intended objectives themselves, take into account this time availability. It is also necessary that time is organised according to the real needs of both the teaching and the learning to be produced.

## Tips to Manage Your Time Effectively

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### Set Clear Goals

Setting clear goals is critical in a good time management. The ideal is to set specific, measurable, achievable, and relevant goals. Moreover, each goal needs to be a time-bound objective to achieve and provide room for planning and execution

### Get organized

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Success in the workplace stems from an organized calendar. Starting each work week is usually overwhelming and can be intimidating. If you want to effectively manage your time in the workplace, then you need to stay on top of things right from the beginning.

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### Programming everything

At the beginning of each work week, it is important to schedule everything and stick to the plan. Scheduling is essential because it reduces the amount of time you waste each week. It also allows you to create a benchmark. Most importantly, if you realise that you are spending too much time on menial tasks, then you can delegate the work..

### Prioritize

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Learning to prioritise, mastering prioritisation can change your life at work. Prioritization often involves creating an agenda, assessing tasks, and allocating time and work to make the best use of a short period of time. There are several time management techniques that use this approach.

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### Take a break

There are a number of ways to take breaks at work that improve concentration, fitness and mood. The benefits of frequent "micro-breaks" have been highlighted. It is important to prioritise breaks. Treat breaks like any other item in your schedule. By scheduling your breaks, you are more likely to take them.