



# MICRO TAREAS



S4B

**Nota para el usuario :** Después de familiarizarse con cada píldora de vídeo, el usuario tendrá la oportunidad de realizar varias tareas/actividades/juegos para practicar y seguir desarrollando la habilidad respectiva.

## HABILIDAD

### ORGANIZACION/GESTION DEL TIEMPO

#### MICRO TAREA NUMERO 3

#### TIM (Tarea Mas Importante)

##### 01 ¿Cuáles son los objetivos de la tarea?



The aim of this activity is to make the best use of time and resources. Prioritising tasks helps us to improve performance and productivity levels as teachers. By categorising tasks, you can quickly identify time wasters, optimise your time management and increase your efficiency. Once you have prioritised the tasks at hand, you will also be able to become more involved or take pressure off yourself.

Prioritisation usually involves creating an agenda, evaluating tasks and allocating time and work to make the best use of a short period of time.

##### 02 ¿Qué aprenderán los profesores?



As a teacher, it is vital to be organised. Of course, when you have a list of tasks that deserve your attention, defining your most essential tasks is easier said than done. As a teacher you have limited time and energy each day to get things done. Of all the things on your to-do list at the moment,

some are really important and some are not so important. If you want to make the most of your limited time and energy as a teacher, it is worth focusing on completing the tasks that will make a difference first, before devoting your time and energy to anything else.

## 03 Tareas y proceso



Not all tasks are created equal—some are more important than others.

A Most Important Task (MIT) is a critical task that will create the most significant results. Every day, create a list of two or three MITs, and focus on getting them done as soon as possible. Keep this list separate from your general to-do list.

At the beginning of each day, make a list of 2 or 3 TMIs and then focus on getting them done as soon as possible. Keep this list separate from your general to-do list or your task tracking system.

When creating the MIT list, it is useful to ask yourself a self-assessment question: "What are the 2-3 most important things I have to do today? What are the things that - if I did them today - would make a big difference?". Write only those tasks on your MIT list and try to do them first thing in the morning.

