

## CLOCKWISE: TIME MANAGEMENT TECHNIQUES FOR TEACHERS

*by:*

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Time management is the process of planning and organizing how to divide your time between various tasks. If you execute it correctly, you'll find that even under time constraints and intense pressure, you're working smarter rather than harder to do more in less time. Effective time management is crucial for teachers to fulfill the demands of their work. Teaching might seem overwhelming at times, with quizzes or activities to grade and lessons to prepare. Teachers that are good at managing their time save time without sacrificing the caliber of their instruction.

Even if teachers seem to have more tasks than they can possibly handle given the number of hours in a day, it is still feasible to manage your workload and make time for both extracurricular activities and the classroom. By employing efficient methods, teachers can boost their output and give their students a better education.

Organizing the tasks that need to be prioritized each day while taking deadlines into account is one method teachers can effectively manage their time. To prevent missing the deadline for submitting work or finishing a desired work, a teacher must prioritize the tasks that must be completed first. While prioritizing is crucial for effective time management, you could occasionally run into problems finishing tasks on schedule. Time management necessitates preparation for potential problems and offering concrete solutions because you may run into a variety of issues along the road. By doing this, you might be able to stay focused and proceed according to your plan.

Lastly, there is no need for a teacher to set aside personal time. Even while our work demands a high level of attention to detail, particularly when performing

specialized tasks, we shouldn't sacrifice our personal time for work in favor of our vacation, family time, or other obligations. It may be tempting to work harder and longer to complete your task, but remember that you are a human being who needs to rest and refuel from time to time in order for every work you have to complete to be excellent.

Teachers with strong time management skills view their work as a step toward making a difference rather than as a burden linked to teaching.

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