


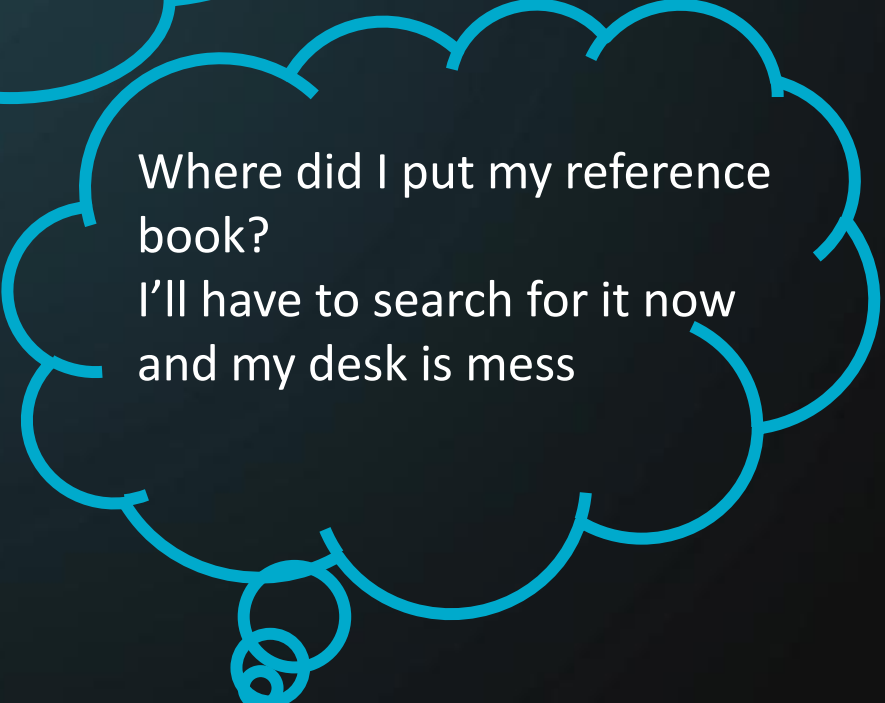


Mrs.Heena Rastogi (Fictional name) is a primary teacher of Shree Vidya niketan Primary school (Fictional name)


Let us look at what is going on in Mrs.Heena Rastogi's mind on a typical workday

A woman with brown hair, wearing a red button-down shirt and a dark blue skirt, stands on the left side of the image. She is pointing her right hand towards a large, light blue thought bubble. The background is dark with a faint image of a clock face showing the number 22.

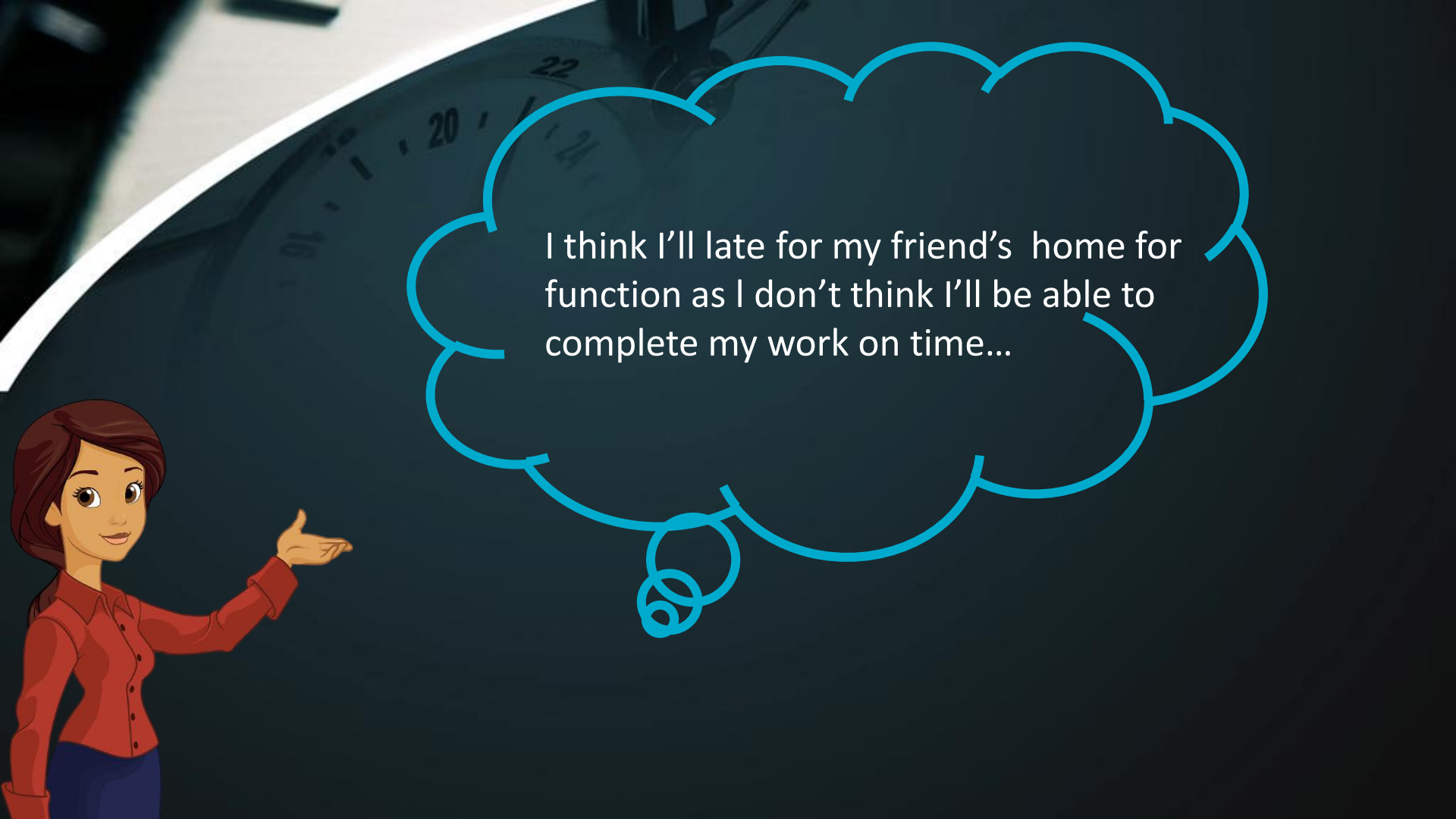
So many assignment to check!
I don't even have time left for morning
tea now

A light blue thought bubble with a scalloped edge and a small tail pointing towards the woman. It contains white text.


Where did I put my reference
book?
I'll have to search for it now
and my desk is mess

A woman with brown hair, wearing a red button-down shirt and a dark blue skirt, is pointing her right hand towards a large, light blue thought bubble. The background is dark with a clock face visible in the upper left corner, showing numbers 10, 20, and 22.

Oh no! I still haven't got the lesson
planning ready for today's class.
And I also have parent- teacher
meeting of my class

A woman with brown hair, wearing a red long-sleeved shirt and a dark blue skirt, stands on the left side of the image. She is pointing her right hand towards a large, light blue thought bubble on the right. The background is dark blue with a large, semi-circular clock face visible in the upper left. The clock face has numbers 10, 20, and 22. The thought bubble contains the text: "I think I'll be late for my friend's home for function as I don't think I'll be able to complete my work on time...".

I think I'll be late for my friend's home for function as I don't think I'll be able to complete my work on time...

A woman with brown hair, wearing a red long-sleeved shirt and a dark blue skirt, stands on the left side of the image. She is pointing her right hand towards a large, light blue thought bubble. The background is dark with a faint image of a clock face showing the number 20.

As you can see Mrs.Heena Rastogi is surrounded by various kinds of troubles such as that of completing his tasks.

So, what do you think is the root cause of all of Mrs.Heena Rastogi's problem?

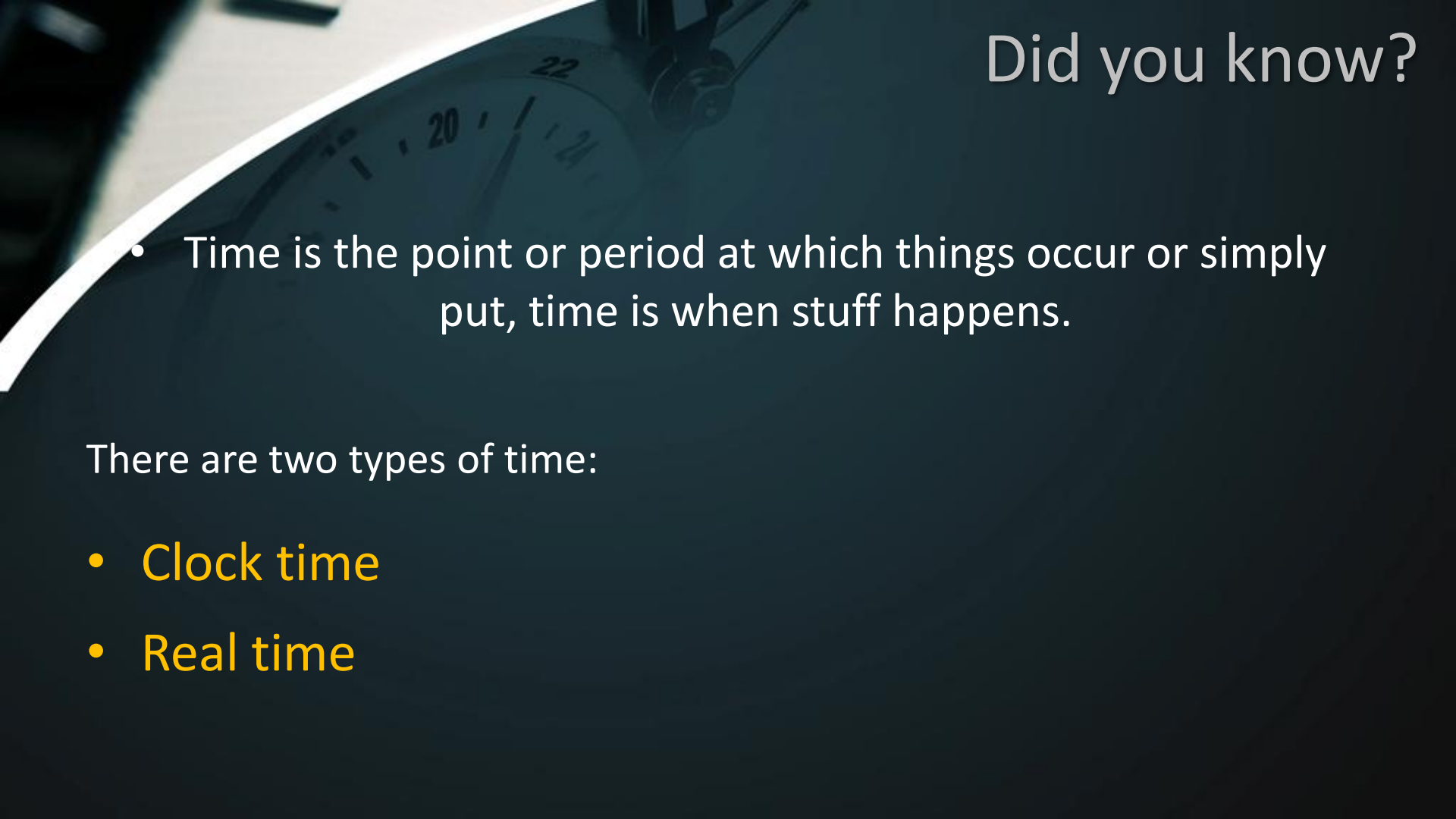


Time Management



Why Time management

- Do you feel the need to be more organized and/or more productive?
- Do you spend your day feeling very busy and yet wondering why you haven't accomplished much?
- Do you wish you had a more than 24-hour day to complete all your tasks?
- Do you feel stressed by an ever busy schedule with no time for yourself?
- Do you feel you rarely achieve your 100% production capability?

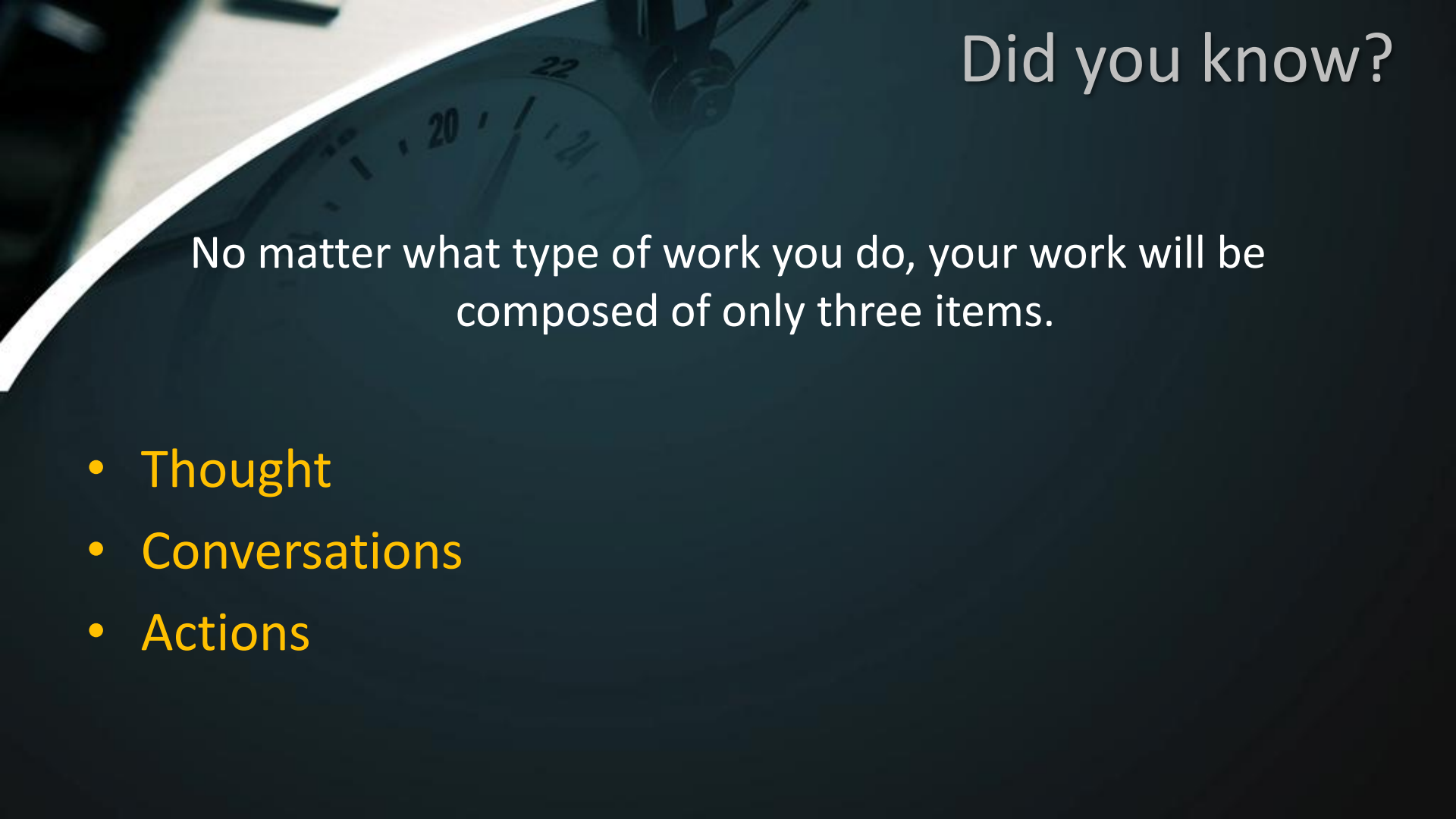


Did you know?

- Time is the point or period at which things occur or simply put, time is when stuff happens.

There are two types of time:

- **Clock time**
- **Real time**



Did you know?


No matter what type of work you do, your work will be composed of only three items.

- Thought
- Conversations
- Actions




Purpose of Time management

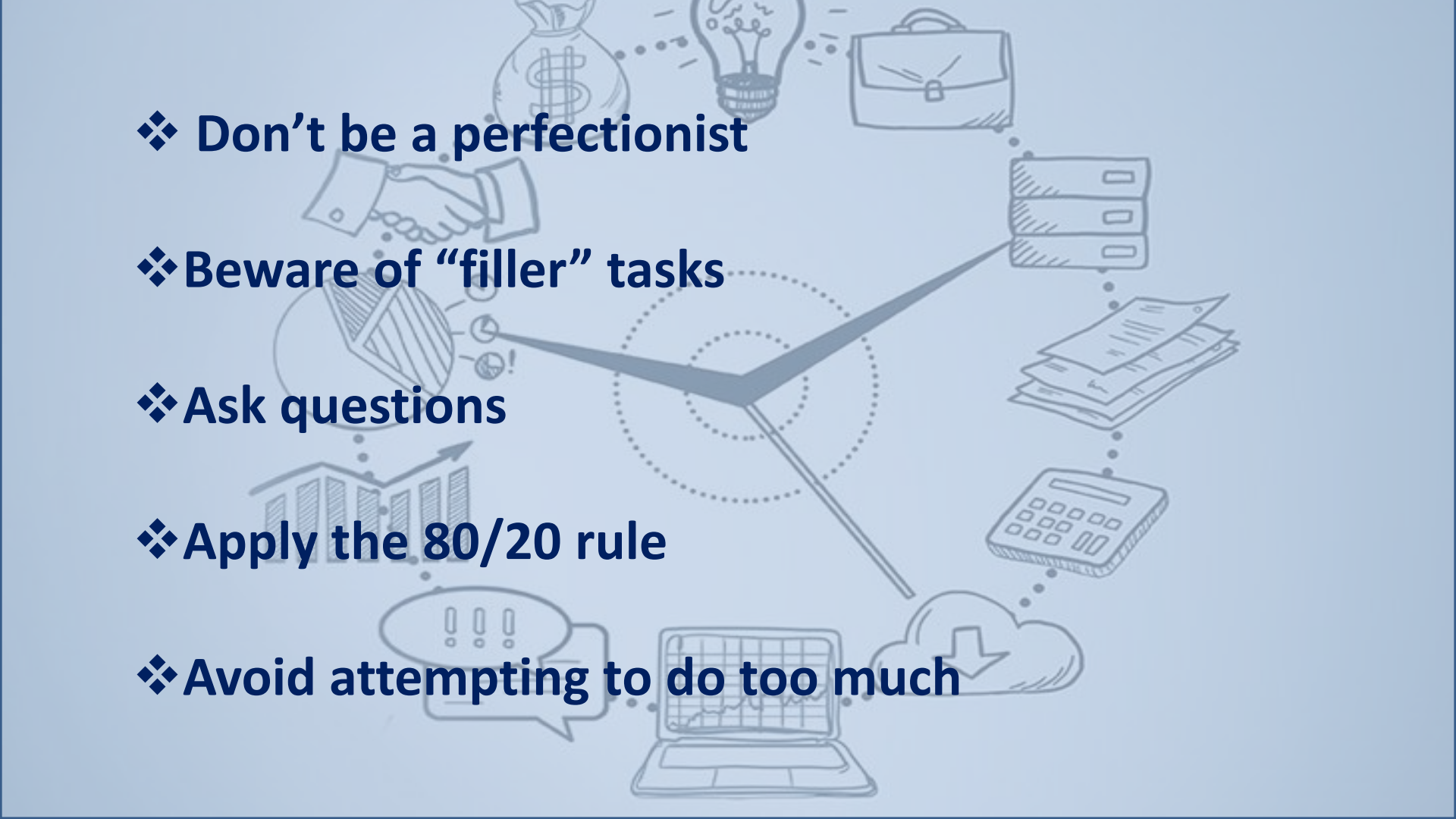
- Stress management
- Balance
- Productivity
- Goals

A close-up, low-angle shot of a clock face, showing the numbers 20 and 22. The clock is dark, and the numbers are light. The background is dark and out of focus.

Applying the powerful techniques of time management helps you:

- 
- A close-up photograph of a hand holding a black pen, writing on a checklist in a notebook. The notebook has a grid pattern and the checklist items are written in blue ink. The background is a blurred blue and white pattern. The overall tone is professional and focused.
- ❖ **Prioritize your list**
 - ❖ **Plan your week**
 - ❖ **Learn to say no**
 - ❖ **Think before acting**

- 
- A hand holding a red marker is pointing towards a clock face. The clock face has the words "TIME TO IMPROVE" written on it in a light blue, hand-drawn style. The word "IMPROVE" is written in red, while "TIME TO" and "OVER" are in light blue. The background is a light blue gradient.
- ❖ **Continuously improve Yourself**
 - ❖ **Think about what you are giving up to do your regular Activities**
 - ❖ **Use a time management system**
 - ❖ **Identify bad habits**
 - ❖ **Use your energy cycles**

- 
- ❖ Don't be a perfectionist
 - ❖ Beware of “filler” tasks
 - ❖ Ask questions
 - ❖ Apply the 80/20 rule
 - ❖ Avoid attempting to do too much

A close-up photograph of a clock face, showing the numbers 23 and 25. The clock is partially obscured by a dark, semi-circular overlay on the right side. The text "Assignment 1" is written in white on the dark background.

Assignment 1

Reframing the to-dos



Time saving tips

- ❖ Moving between lessons
- ❖ Making resources
- ❖ Homework trays
- ❖ Classroom greeter
- ❖ Lining up to see you

Assignment 2

MATRIX FOR TEACHERS

Urgent & Important



- Dealing with emergencies and crises
- Carer/teacher interviews
- Marking and reporting
- Contacting parents
- Other immediately required work

Strategy? Just Get it Done!

Not Urgent & Important



- Lesson planning
- Differentiated learning opportunities
- Relationships and pastoral care
- Self-reflection, evaluation and PD
- Downtime and self-care

Strategy? Schedule & Focus

Urgent & Not Important

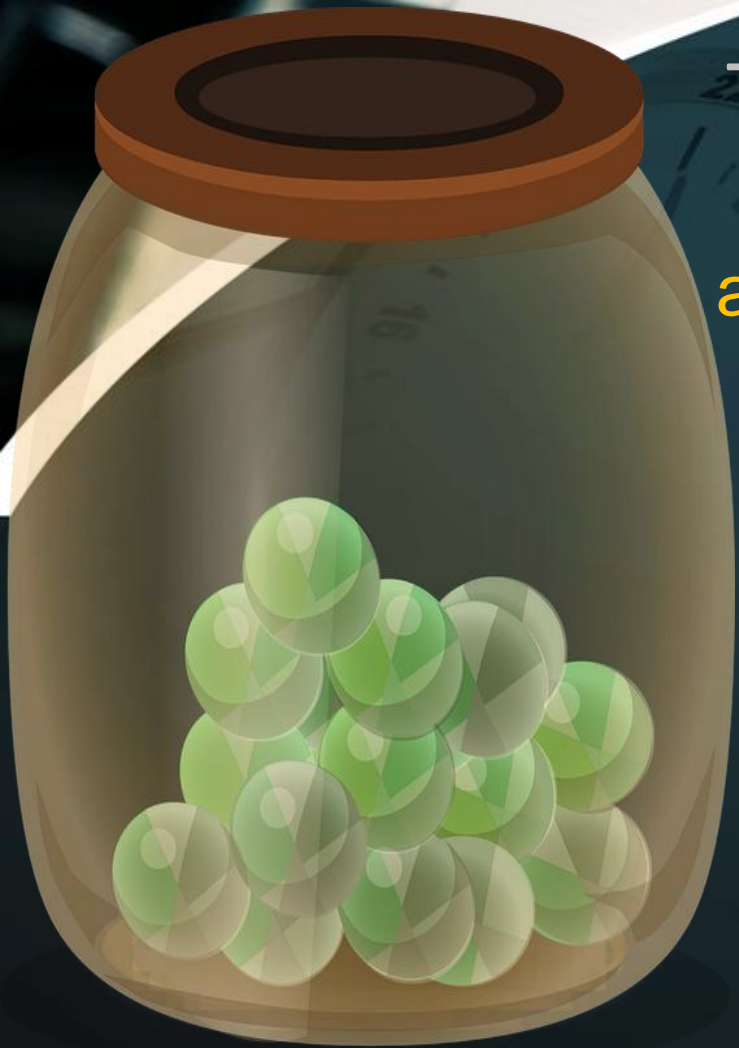


- Many meetings
- Replying to emails
- General interruptions
- Administrivia
- Over and above jobs

Not Urgent & Not Important




- Endless social media scrolling
- Fancy procrastination
- Gossip and speculation
- Perfectionism
- Over-analysis



The Big Rocks of Life


Prioritizing activities
as per their importance

Spending

1 



Right time

2 



Right activity

3 