

Workshop: „ ACES project – beautiful! But when shall I do all that besides my ‘normal’ tasks?“

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Workshop content/theme

In this workshop the participants got to know simple and practical techniques to manage their time.

Aims

The participants learned how

- to find out how they really spend their time at work
- to decide on their personal priorities
- to keep a proper To-Do-List
- to overcome procrastination
- to plan and take active steps to manage their time better.

Method(s)/Approach

Working in pairs, small groups and discussion in plenary

Further tips, sources, resource material or links

See below!

http://www.mindtools.com/pages/main/newMN_HTE.htm

http://www.youth-partnership.net/youth-partnership/publications/T-kits/1/Tkit_1_EN

Outcomes

6 steps to make use of your time:

1. Identify time robbers!
http://www.youth-partnership.net/export/sites/default/youth-partnership/documents/Publications/T_kits/1/2_managing_self.pdf
→ Page 31
2. Learn to say NO!
3. Involve your students!
4. Make a To-Do-List!
5. Overcome putting off things!

Say NO

Before you automatically say "yes" to yet another request to cover the same colleague's recess duty, run extra photocopies for the entire team, or bring your taco salad to the secretary's retirement party on Friday, take a moment. Maybe saying "yes" too often is part of the reason why you have so little time to complete the items on your to-do list. So, if you are one of the many new teachers who sometimes has trouble saying "no" to coworkers, friends, or family members, here are four ways to decline without feeling guilty. The trick is to be friendly, firm, and sincere.

1. **The gracious no:** *"I really appreciate your asking me, but . . ." or "I'm flattered you asked, but . . ."*
2. **The apologetic no:** *"I wish I could, but . . ." or "I'm sorry, but . . ."*
3. **The simple and direct no:** *"Thank you very much, but I'm overloaded right now," or "Thanks for asking, but I won't be able to . . ."*
4. **The "leave the door open" no:** *"I'd love to help, but my schedule is full right now. Is there a way I can help next month or take on a smaller role?"*

To – Do – Lists

The Key to Efficiency

Think of your project, you are planning with your partner school(s)!

Start by writing down all of the tasks that you need to complete, and if they are large, break them down into their component elements. If these still seem large, break them down again. Do this until you have listed everything that you have to do, and until tasks are will take no more than 1-2 hours to complete. This may be a huge and intimidating list, but our next step makes it manageable!

Next, run through these jobs allocating priorities from A (very important, or very urgent) to F (unimportant, or not at all urgent). If too many tasks have a high priority, run through the list again and demote the less important ones. Once you have done this, rewrite the list in priority order.

You will then have a precise plan that you can use to eliminate the problems you face. You will be able to tackle these in order of importance or urgency. This allows you to separate important jobs from the many time-consuming trivial ones.

How to overcome procrastination?

Putting off things can be a destructive element in your work.

Step1: If you are honest with yourself, you know when you are procrastinating. But here are some indicators which will help you to find out, if you put off things:

- Filling your day with low priority tasks from your To Do List;
- Reading an e-mail or request that you've noted in your notebook or on your To Do List more than once, without starting work on it or deciding when you're going to start work on it;
- Sitting down to start a high-priority task, and almost immediately going off to make a cup of coffee or check your e-mails;
- Leaving an item on your To Do list for a long time, even though you know it's important;
- Regularly saying "Yes" to unimportant tasks that others ask you to do, and filling your time with these instead of getting on with the important tasks already on your list.

Are these situations familiar to you! Can you think of any other situations! Discuss in your group!

Step 2: Work out in your group, why you are putting things off!

Step 3: Get over it!
Find ways of motivating yourself to get moving!
