

TEACHER BACKGROUND INFORMATION TIME MANAGEMENT AS A STRESS REDUCER

Students are often stressed because they forget to bring something to school that is needed for the day, or they forget to study for a test they really wanted to do good on, etc. One way they can learn to take responsibility for their actions and make use of their time is by using some type of planner! Many students have not yet learned that good habits of time management make them successful--and much less stressed.

There are a number of commercial planners available for students today, and many students purchase these for their time management and personal organization. Some schools provide special planners for their student body as a part of registration. The kind or type of planner is not important; what is important is that the student use something! Some very generic pages have been devised and included on page I-B-80 that can be reproduced, and/or changed to meet whatever needs are presented by the students involved.

The main idea, of course, is to simply introduce the students to the merits of planning for effective time management, achieving success, and accomplishing goals. As a teacher, you can be a dynamic force for good in the lives of your students. Learning the rewards of using a planner and meeting goals is one of the most basic tools the student can learn. Simply stated:

There are three major steps in effective time management:

- 1) knowing WHAT is to be done; (recording it in your planner)
- 2) deciding WHEN you are going to do it; (blocking out time in your planner)
- 3) DOING it; (following your plan).

Some guidelines for effective use of a planner are:

- Always carry it with you; it won't do any good if it is somewhere other than where you are.
- Make it a habit to look at your planner frequently; check it when you get home from school and before leaving home in the morning.
- Keep a record of your homework assignments and plan when you will work on them.
- Record your grades for each class in a grade record section.
- Write in appointments, lessons, errands, home tasks, and special practices you have.
- Make a record of your promises and agreements with teachers, friends, or parents.

Major Concept: It's better to overplan than to plan nothing and accomplish nothing!
If you never plan to get something done, probably you won't!