

STRATEGIES FOR TIME MANAGEMENT IN CLASSROOM

Anju Mehta

Associate Professor, DAV College of Education for Women, Amritsar, Punjab, India

Received: 05 Mar 2019

Accepted: 12 Mar 2019

Published: 22 Mar 2019

ABSTRACT

Teachers have to take into consideration the long-term goals of the education and the immediate educational needs of the students. Between writing lesson plans, taking exams and teaching, teachers often feel that it is impossible to fit everything into the allotted time. But teachers can manage this situation in and outside of class with effective time management strategies. Teachers can increase their productivity and can provide a better education to their students by effect skills of time management. Teachers actually have less time to teach than they think. Management of time starts with setting priorities of the most important tasks. Setting priorities can help the teacher on track even when their workload seemed to be overwhelming.

KEYWORDS: *Time Management, Classroom, Management Skills, Educational Goals*

INTRODUCTION

Management of time is an important task of providing quality education and meeting the needs of every student. Teachers need to take measures to properly manage their time for an effective classroom environment. By working through time management strategies, it is possible to keep up with the educational needs of every student. Thus they can manage urgent situations immediately and avoid falling behind when unexpected events occur.

Management of time is the thread running through almost all aspects of teaching — organizing the classroom, organizing the day, deciding how long and how often to teach various subjects, recording student progress to keep time-consuming behavior problems to a minimum.

Teachers actually have less time to teach than they think. Lunch, recess- breaks, downtime between lessons and activities, moving from one classroom to another, interruptions, and other periods of non-instructional activities are the events which takes much of the time of teachers... Thus a much of teaching time is lost to inefficiency. Add to that, the time that slips away when students stare out the window or are disengaged during instructions.

Effective use of school time begins with efficient classroom organization and management and vice versa. Much of the essentials of classroom life involve time management in some way: planning; paring down paperwork; establishing routines that eliminate wasted time and confusion; using learning centers, independent assignments, and creating classroom environments that allow students to move smoothly from one activity to the next.

Time management starts with setting priorities and organizing the day around the most important tasks. A setting of priorities can help the teacher to be on track throughout the day even when the workload seemed to be overwhelming.

Effective prioritizing is about arranging workload based on both the importance of the tasks as well the resulting impact of the completed task. Teachers have a lot of responsibilities and things that can interrupt their everyday's tasks. If she set priorities, it can keep her on track even when something unexpected occurs. For example, assignments that require repetitive practice are better suited to be solved at home. Assignments that task students to complete a set number of problems for practice can consume valuable class time. A teacher should be afraid to leave the repetitive assignments that help reinforce those important concepts for homework. By doing this, it clears up extra time in class for the important lessons. A small pile of work is easier to manage and allows a teacher to properly evaluate the assignment and offer feedback to students. Thus she can experience a sense of accomplishment from each completed task. An organization is the key if you want to be a good teacher. By keeping everything organized neatly and labeled properly, one will find you will have a lot more time to spend on teaching.

It is better to plan ahead for potential problems before facing them in the classroom because urgent crises can distract the teacher from their goals within the classroom. A teacher can plan beforehand the needs of students. For example, a crisis that relates to student behavior is better to avoid or handle before it reaches the peak to avoid wasting the time of class. By understanding her students before she enters the classroom, the teacher can create a plan of action to avoid distractions.

Keeping time for personal needs is necessary to effectively implement and execute the plans for educating students. When teachers are exhausted due to lack of personal care and time, it is possible that the classroom becomes less effective and efficient. Time -saving plans only work when a teacher is healthy, energetic and refreshed. Planning for smooth transitions between lessons and one should always try to have materials ready for each lesson. Assign homework to extend practice time. Homework should allow students to practice skills they have already learned in the class.

Good classroom managers know how to delegate. Students' volunteers can handle many classroom tasks and save enormous amounts of time. Learn to use these valuable helpers. Student monitors can work in small groups. They can make instructional resources ready, keep bulletin boards current, monitor learning centers, read stories to the class, and assist in testing. And their assistance with field trips, special programs are invaluable. Help your aide become increasingly responsible and involved in the classroom. Volunteers generally can do anything -supervision, and guidance. Volunteer programs not only give teachers much-deserved help they can also improve the home-school relationship. Social media can be a help also. Instead of spending hours surfing the Internet for lesson plan ideas, all you have to do is post a question on social media. Then in a matter of a few minutes, other teachers from the world may give you some ideas. This will save your time that you can now use on something more productive.

A teacher has many tasks that require attention to focus on the needs of students and their parents. Although it is tempting to put more time into grading, feedback and managing student needs, it is also important to set aside personal time to keep the priorities in proper perspective.

To sum up, some of the important strategies for classroom time management are:

- Define objectives for each class and try to remain focused on them. Recognize when you should step aside and let the students take over; be responsive to the classroom dynamic. Be aware of course objectives not just class objectives. Longer-term planning allows you to make connections between materials across weeks, as well as divide other tasks such as preparing for assignments into more manageable 'units'. It also lets you see where is 'lighter' weeks in the syllabus.
- Be flexible. Be able to reshape a lesson plan, to respond to the demands of different groups for help.
- Review the assigned material, even if you've taught it before. If you're working through problem -sets, make sure you do the problem- sets yourself first. Work through exercises yourself first. This will help to identify potential problem areas and plan your lesson accordingly.
- Allow for time for questioning on difficult concepts. Build time for questioning into your lesson plan.
- Writing the lesson plan is an important strategy. Assess what your students already know, and the time available versus the number of tasks that need to be fulfilled.
- Keep the classroom dynamic in mind. Is the group fond of debates (allow more time) or do they have difficulty in participating in the discussion? The extra time it takes to get a discussion going will affect your planning for the class.
- Try to experiment with allowing time for individual writing in response to a question instead of always running a discussion.
- Prioritize your established tasks to ensure that you cover the most important concepts.
- Consider making use of time-controlled activities (group work, role-playing, in-class writing, individual presentations, etc.
- Be aware of hidden time demands like administrative issues, explanation of test procedures or assignments, questions during lectures, setting up the technology, rearranging the room, etc.

Thus management of time is the key to provide quality education and meeting the needs of student. Teachers need to take measures for properly managing time for effective classroom teaching. By working through time management strategies, educational needs of students and managing of the class environment are possible.

REFERENCES

1. *Time Management Tips for Teachers*. Retrieved from <https://education.cu-portland.edu/blog/classroom-resources/five-time-management-tips-for-teachers/>
2. *Time Management in the class room*. Retrieved from <https://tatp.utoronto.ca/wp-content/uploads/sitomes/2/Time-Management-in-the-Classroom.pdf>

3. *Time Management strategies*<https://www.scholastic.com/teachers/articles/teaching-content/time-management-strategies/>
4. *Time Management Tips for Teachers. Retrieved from By: Janelle Cox*<http://www.teachhub.com/time-management-tips-teachers>.