

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*