Desperately Seeking a “Round Tuit”
Time Management for Educators

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Checklist:

- Headaches
- Irritability
- Fatigue
- Feelings of hopelessness
- Depression
- Anxiety
- Sleeplessness or too sleepy
- Boredom
- Ulcers
- Frequent Colds
- Pain in neck and back
- Pain in joints and muscles
- Weight gain/ loss
- Cardiovascular problems
- Gastrointestinal problems
- High blood pressure
- Absenteeism
- Apathy
- Disregard for appearance
- Lack of energy
- Mood swings
- Paranoia
- Increased use of drugs or alcohol
- Loss of sense of humor
How To Tell If You Are A Stress-Prone Personality?

Rate yourself as to how you typically react in each of the situations listed below. There are no right or wrong answers.  

4-always  
3-frequently  
2-sometimes  
1-never  

1. Do you try to do as much as possible in the least amount of time?  
2. Do you become impatient with delays or interruptions?  
3. Do you always have to win at games to enjoy yourself?  
4. Do you find yourself speeding up in the car to get through yellow lights?  
5. Are you unlikely to indicate you need help with a problem?  
6. Do you constantly seek the respect and admiration of others?  
7. Are you overly critical of the way others do their work?  
8. Do you have the habit of looking at your watch or clock often?  
9. Do you constantly strive to better your position and achievements?  
10. Do you spread yourself "too thin" in terms of your time?  
11. Do you have the habit of doing more than one thing at a time?  
12. Do you frequently get angry or irritable?  
13. Do you have little time for hobbies or time by yourself?  
14. Do you have a tendency to talk quickly or hasten conversation?  
15. Do you consider yourself hard-driving?  
16. Do your friends or relatives consider you hard-driving?  
17. Do you have a tendency to get involved in multiple projects?  
18. Do you have a lot of deadlines in your work?  
19. Do you feel vaguely guilty if you relax and do nothing during leisure?  
20. Do you take on too many responsibilities?
How Vulnerable Are You to Stress?
(Adapted from the work of Dr. Lyle H. Miller and Alma Dell Smith, Stress Directions; reprinted with permission)

Score each item either 1 (almost always), 2 (a lot), 3 (sometimes), 4 (almost never), or 5 (never) according to how each statement applies to you.

1. I eat foods that are healthy.
2. I get 7 to 8 hours sleep at least four nights a week.
3. I give and receive affection regularly.
4. I have at least one relative within 50 miles on whom I can rely.
5. I exercise to the point of perspiration at least 3 times a week.
6. I refrain from smoking.
7. I take fewer than 8 alcoholic drinks a week.
8. I am the appropriate weight for my height.
9. I have an income adequate to meet basic expenses.
10. I get strength from my religious beliefs
11. I regularly attend club or social activities.
12. I have a network of friends and acquaintances.
13. At work I feel capable and valued.
14. I am in good health (including eyesight, hearing, and teeth).
15. I drink less than 3 cups of coffee, glasses of tea, or colas a day.
16. I am able to use my sense of humor to balance my reaction to boring and stressful situations.
17. I do something for fun at least once a day.
18. I am able to organize my time effectively.
19. I am able to speak openly about my feelings when angry or worried.
20. I take quiet time for myself during the day.

TOTAL: To get your score, add the figures. Any number over 50 indicates a vulnerability to stress. You are seriously vulnerable if your score is between 60 and 75, and you are extremely vulnerable if it is over 75.
WONDERFUL WATER

• 75% of Americans are chronically dehydrated. (Likely applies to half the world's population).

• In 37% of Americans, the thirst mechanism is so weak that it is often mistaken for hunger.

• Even MILD dehydration will slow down one's metabolism as much as 3%.

• One glass of water shut down midnight hunger pangs for almost 100% of the dieters studied in a U-Washington study.

• Lack of water, the #1 trigger of daytime fatigue.

• Preliminary research indicates that 8-10 glasses of water a day could significantly ease back and joint pain for up to 80% of sufferers.

• A mere 2% drop in body water can trigger fuzzy short-term memory, trouble with basic math, and difficulty focusing on the computer screen or on a printed page.

• Drinking 5 glasses of water daily decreases the risk of colon cancer by 45%, plus it can slash the risk of breast cancer by 79%, and one is 50% less likely to develop bladder cancer.

Are you drinking the amount of water you should every day?
Personal Goal Setting

• State each goal in the positive.
• Be precise (put down dates, times and amounts that can be measured).
• Set priorities (1 [very important] to 10 [not that important]).
• Write goals down.
• Set performance goals, not outcome goals.
• Set realistic goals.
• Set goals high enough to challenge yourself.

Use the SMART guidelines (Specific, Measurable, Attainable, Rewarding, & Timely).

Artistic:

Attitude:

Career:

Education:

Family:

Financial:

Physical:

Pleasure:

Public Service:
Personal Time Survey

1. Number of hours of sleep each night. \( \text{__________} \times 7 = \text{__________} \)

2. Number of hours grooming each day. \( \text{__________} \times 7 = \text{__________} \)

3. Number of hours for meals/snacks per day
   (include preparation time). \( \text{__________} \times 7 = \text{__________} \)

4. Total travel time on weekdays. \( \text{__________} \times 5 = \text{__________} \)

5. Total travel time on weekends. \( \text{__________} \times 2 = \text{__________} \)

6. Number of hours per week for regularly scheduled functions (meetings, church, get-togethers, etc.). \( \text{__________} \)

7. Number of hours per day for household chores. \( \text{__________} \times 7 = \text{__________} \)

8. Number of hours per week for work. \( \text{__________} \)

9. Number of hours per week for childcare or care of any other person. \( \text{__________} \)

10. Number of hours per week for errands. \( \text{__________} \)

11. Other regular activities per week:
    ________________________
    ________________________
    ________________________

Sub-total: \( \text{__________} \)

Subtract your sub-total from 168. The remaining hours are what you have left to apply towards unrealized goals: \( \text{TOTAL: \ \__________} \)

“Don’t say you don’t have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michaelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein.”
-- H. Jackson Brown
### Time Management Matrix*

<table>
<thead>
<tr>
<th>Important</th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>ACTIVITIES:</td>
<td>ACTIVITIES:</td>
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<td></td>
<td>Crises</td>
<td>Prevention, Building abilities &amp; assets,</td>
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<tr>
<td></td>
<td>Pressing problems</td>
<td>Relationship building</td>
</tr>
<tr>
<td></td>
<td>Deadline-driven projects</td>
<td>Recognizing new opportunities</td>
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<table>
<thead>
<tr>
<th>Not Important</th>
<th>III</th>
<th>IV</th>
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<tbody>
<tr>
<td>ACTIVITIES:</td>
<td></td>
<td>ACTIVITIES:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trivia, Busy Work</td>
</tr>
<tr>
<td>Interruptions, Some calls, Some mail</td>
<td></td>
<td>Some mail</td>
</tr>
<tr>
<td>Some reports, Some meetings</td>
<td></td>
<td>Some phone calls</td>
</tr>
<tr>
<td>Proximate, pressing matters</td>
<td></td>
<td>Time wasters</td>
</tr>
<tr>
<td>Popular activities</td>
<td></td>
<td>Pleasant activities</td>
</tr>
</tbody>
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1. My Quadrant I Activities:

2. My Quadrant II Activities:

3. My Quadrant III Activities:

4. My Quadrant IV Activities:
Applying the Time Matrix to Your Life

1. Estimate the percentage of your time you spend each day doing activities in each quadrant. Be as honest and as accurate as you can.

2. Identify a Quadrant II activity you would like to do, but you have neglected to do. Choose one that you know, if done well, would have a significant impact on your life either professionally or personally.

3. What are some ways you could begin implementing this activity now?

4. What are some responsibilities you have that you could delegate or train others to do? How can you begin this process?

“The bad news is time flies. The good news is you’re the pilot.”
-- Michael Althsuler
Preparing a To Do List

To give yourself a feeling of control, write down the tasks you have to do. If they are large, break them down into their component parts. Keep doing this until you have them in a manageable size. Do this until you have listed everything you have to do.

Give each job a letter from A (very important) to F (unimportant). If too many tasks have a high priority, run through the list again and demote the less important ones.

Rewrite the list in order of priorities, and begin. Low priority items that are not completed can be carried over to the next day. As deadlines approach, you may need to change the priority of an item.

My To Do List for _____________

________________________________________________________________________
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“The surest way to be late is to have plenty of time.”
--Leo Kennedy
Tips for Managing Your Time

• Don’t be a perfectionist
• Learn to say “No.”
• Learn to Prioritize
• Combine activities (layering)
• Utilize your bio-rhythms to your advantage
• Learn the difference between urgent and important
• Be aware of the physical characteristics of your work area that can hinder your progress.
• Learn to delegate!
• Close your door; open selectively.
• Utilize an answering machine. Don’t answer every call.
• Schedule only specific times to answer e-mail.
• Find a quiet “hide-away.”
• Pad your schedule so that you are not thrown by unexpected delays.
• Be aware of “inertia problems” as you execute your plan.
• Reward yourself for achievements.
• Safeguard blocks of work time.
“A year from now you will wish you had started today.”
--Karen Lamb

Time Saving Tips

At home
* Alphabetize catalogues. Toss the old ones.
* Turn off the TV.
* Multi-task (plan an activity that goes well with laundry).
* Get rid of clutter.
* Prepare meals ahead.
* Keep running lists of needs.
* Get Caller-ID. Use an answering machine.
* Encourage others to use e-mail.
* Keep a surplus of commonly used household items on hand.
* Be “proactive” with scheduling (cable, dentist, etc.)
* Group errands.
* Keep a basket of “non-thinking” work on hand.
* Use a timer.
* Use pill dispensers, snack bags, etc. to organize ahead of time.
* Group foods by use in the refrigerator and/or pantry.
* Lay out clothing and supplies the night before.
* Use a pre-printed bill sheet. Pay bills online.

OTHERS:

“Heaven on Earth is a choice you must make, not a place we must find.”
--Wayne Dyer
Are You a Television Addict?

Yes or No?

1. Do you watch more television than you want to?
2. Do you watch whatever is on at least once a week?
3. Do you use television as a source of background noise or “company” when you are alone?
4. Has television become a reliable way to relieve stress?
5. Is your television set the focal point of your living room?
6. Do you watch television during meals?
7. Does television keep you up later at night than you would otherwise stay up?
8. Do you frequently fall asleep in front of the television?
9. Does television keep you from doing something else you would rather do?
10. Does television ever get in the way of responsibilities you must fulfill?

Count your number of “Yes” responses.

What your score means:

0 – 2 Television does not have a hold on you. As a result, you are more likely to enjoy good physical and mental health. However, you may sometimes catch yourself watching television programs you did not intend to watch.

3 – 6 Television may be exerting its influence over your life, perhaps more than you realize. If you sometimes watch because you don’t know what else to do, pledge to get out of the house next time you’re about to turn on the tube. Remember your friends? It’s time to call them.

7 – 10 You may have an unhealthy dependence on television that is affecting your physical and mental well being. Think about what it might be like to cut back, and talk to a friend or counselor about the feelings that come up when you think about watching less.
How to Cut Down TV Viewing

1. Remember what else you enjoy doing.
2. Consult the schedule. Do NOT channel surf.
3. Tape your favorite programs.
4. Relocate the TV set.
5. Take a break (turn it off, for a change).

Twelve Ways to Get Out the Door Faster
--from Julie Morgenstern

1. Pre-pack your briefcase or purse.
2. Keep your cell phone in its charger on top of briefcase or purse.
3. Pre-pack your kids’ lunches and pack backs.
4. Prearrange your clothes, ironing anything that needs it. When possible, buy wrinkle-free.
5. Review your next day’s schedule and your kids’ schedules before bed. You’ll sleep better, and dress better, if you know what’s in store.
6. Have the coffee machine prepared so that all you have to do is press “on.” Or make a pitcher of iced tea or coffee ahead of time and keep a cup handy so you can take your beverage out the door.
7. Coordinate the bathroom schedules of the people you live with.
8. Have a line-up of several breakfasts, one of which is portable.

9. Keep your make-up case organized and minimal with your everyday things most accessible. Have 2 different make-up routines – one normal, and one “lite” for really rushed days.

10. If you tend to linger too long when you read the newspaper or shower, set a timer.


12. Morning is no time to be industrious. Fight the urge to get involved in a new project. Stay focused on getting out the door!

From Debbie:

- Fill you gas tank the night before.
- Keep a clean hand towel in your car along with “Wet Ones.”
- Keep keys, coats, purse, etc. in the same place.
- Pack your car the night before.
- Put sticky notes on the door to remind you of important items you cannot pack the night before.
- Avoid phone calls.
- Limit or turn off the television.

More Time Saving Tips:

1. Sign up for birthdayalarm.com (free e-mail reminders).

2. Stop junk mail. Call 1-888-5-OPT-OUT to remove your name from unsolicited mail.
3. Listen to books on tape.

4. Let people know you are busy.

5. Shift work hours so that you are there when others aren’t.

6. Find a way to “tune out” distractions.

7. Send yourself reminders through mygoals.com

8. Set visiting hours. Sit with back to traffic. Avoid eye contact.

Others:

__________________________________________________
__________________________________________________
__________________________________________________
__________________________________________________
__________________________________________________
__________________________________________________

**Some Simple Suggestions For Managing Stress:**

1. **TALK TO SOMEONE.** Confide your worry to some levelheaded person you can trust; spouse, parent, friend, clergyman, family doctor, teacher, school counselor. Talking things out often helps you to see things in a clearer light and helps you see what you can do about it.

2. **BE HONEST IN IDENTIFYING THE REAL SOURCE OF STRESS.** Eliminate the source if possible. At least decide on a plan to keep it from getting the best of you.

3. **ACCEPT WHAT YOU CAN'T CONTROL.** Death and taxes are just a few of the things in life you can't avoid. Try to prepare for them as much as possible.

4. **TAKE GOOD CARE OF YOURSELF.** Eat right. Get enough sleep. Exercise. Learn a relaxation technique. Schedule recreation where you do something for pleasure, something that helps you forget about your work.

5. **GO EASY ON YOUR CRITICISM.** Don't expect so much of others and you won't be disappointed. Instead, look for the good in others. You will feel better about yourself.
6. SHUN THE "SUPERWOMAN" or "SUPERMAN" URGE. Don't expect so much of yourself. Nobody is perfect, or capable of doing everything. Decide what you can do well and what you like to do and put your effort into those things.

7. DO SOMETHING NICE FOR SOMEBODY ELSE. Then give yourself a pat on the back.

8. TAKE ONE THING AT A TIME. Attack the most urgent task -- one at a time. Don't overestimate the importance of what you do. Your mental and physical health are vitally important.

9. ESCAPE FOR A WHILE. Making yourself "stand there and suffer" is self-punishment and not a way to solve a problem. Recover your breath and balance, but be prepared to deal with your difficulty when you are composed.

10. WORK OFF YOUR ANGER. If you feel like lashing out at someone, try holding off that impulse for a while. Do something constructive with that energy. Cool down, then handle the problem.

11. GIVE IN OCCASIONALLY. No one is right all of the time. And, even if you are right, it is easier on the system to give in once in awhile.

12. IF YOU NEED HELP, GET AN EXPERT. These simple suggestions may not be enough to help you handle your stress. If emotional problems become so distressing that you can't cope, you need PROFESSIONAL TREATMENT, just as you would for any other illness.

List of References


From: *When I Loved Myself Enough* by Kim McMillen

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When I Loved Myself Enough . . .

-- I felt compelled to slow down, way down. And that has made all the difference.

-- I redefined success and life became simple. Oh, the pleasure in that.

-- I began to see I didn’t have to chase after life. If I am quiet and hold still, life comes to me.

-- I gave up the belief that life is hard.

-- I gave up perfectionism – that killer of joy.

-- I could tell the truth about my gifts and my limitations.

-- I learned to meet my own needs and not call it selfish.

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