Welcome to CCEI770

This course will teach you how to make the most of the time you have! Effective time management skills will help you leave work at the end of the day on time, in control, and satisfied with a job well done.

Do you often feel like you are way behind in your work? Do you frequently wish you had more time? Do you feel like you are putting out fires all day long? Anyone who works in the classroom or in a school management position knows how easy it is to be swept away by unforeseen interruptions and distractions that arise from day-to-day. Before you know it, paperwork and to-do lists can pile up and you can lose sight of the important things that were on your agenda.

Course Objectives:

By taking notes on the handout and successfully answering assessment questions, participants will meet the following objectives as a result of taking this course:

- Identify if you have a problem with time management
- Identify key elements of time management
- Classify tasks based on their importance and urgency
- Identify techniques to use when scheduling
- Identify effective meeting strategies
- Identify common time wasters

References:

Additional Resources


Why is effective time management so important for child care center administrators?

Understanding Your Job

Define *job purpose:*

Define *job priority:*

What is the difference between job purposes and job priorities?
Planning and Adapting to Change

Define and explain the importance of each of the following

**Goal Setting**

**Scheduling**

**Adapting**

**Time Management Tools**

Identify your priorities and deadlines and use these as the basis of a sample *daily schedule*. You can find a printable daily schedule by searching the Internet for "Daily Schedule Template."

How can you use your daily schedule to help set priorities, meet deadlines, and adapt to unexpected events?

<table>
<thead>
<tr>
<th>Purposes</th>
<th>Priorities</th>
<th>Deadlines</th>
<th>Goals</th>
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Daily Schedule—Monday, October 7

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:00 am</td>
<td>Greet parents</td>
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<tr>
<td>9:00</td>
<td>Review safety inspection sheets as turned in by opening staff. Make an action list for anything needing attention.</td>
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<td>10:00</td>
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<td>11:00</td>
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<tr>
<td>12:00 pm</td>
<td>Lunch/make a deposit</td>
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<td>1:00</td>
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<td>2:00</td>
<td>Open mail, organize it, and mail out any parent info as requested</td>
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<td>3:00</td>
<td>Create a schedule for parent conferences</td>
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<td>4:00</td>
<td>Make appointments with parents on the waitlist to fill openings in the preschool room</td>
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<tr>
<td>5:00</td>
<td>Be available to meet with parents</td>
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**Making the Most of Your Time**

Explain what you can do to improve the use of your time in each of the following areas:

**Identifying your Most Productive Times**

Making meetings count

(Make notes on all topics presented in the course regarding meetings.)

Using your waiting time wisely

Using your travel time
Dropping unnecessary tasks

Procrastination

Creating Time

Explain how you can improve time management using each of the following methods:

Delegating

Finding quiet time
Eliminating distractions

Phone

Email

Unexpected Visitors

Biggest Time Wasters

1.