



## I Ain't Got Time for That! Time Analysis From

**Time is not something you have; time is a tool you use.**

Good time management is not about having more time, it about is about making intentional choices and setting boundaries. It involves mindfulness and emotional regulation, and it relies on self-management skills that analyze tasks and make efficient plans to effectively use time.

Directions: Fill out the chart below

<b>To-Do List</b>	<b>How Do You Feel About the Task?</b> (excited, stressed, overwhelmed, confused, conflicted, disrespected, anxious, etc.) <b>How you feel about a task will dictate how you will spend time on that task.</b>	<b>If you have a strong negative feeling, how will you use the <b>Push Past It!</b> tool along with wellness and mental health strategies to support your emotional health?</b>



**Directions:** Think of your daily or weekly tasks and then organize them in the chart below.



**Do it: Important and urgent: Tasks with consequences if no action is taken** (collecting information for a behavior plan, creating a safety plan, has an immediate deadline, time-sensitive emails, etc.)



**Plan it: Important but not urgent daily or weekly tasks that bring you to a long-term goal** (lesson planning, observations, meetings, reports, reflective-supervision meetings, answering emails or parent questions at a set time each day, adding this topic to a meeting you already have scheduled, etc.)



**Delegate It: Tasks that must be completed but are not urgent and do not require your expertise** (responding to emails that don't concern you directly, proofreading a flyer, cleaning toys, etc.) **Possible delegation** (automate it; enlist family members, administrative staff, high school or college volunteers, retired teachers' association, church or community organization; or do it as a team)



**Delete it: Redundant or low-value tasks that distract from important tasks** (Decorating a classroom door with adult-created materials, cutting out materials for children, crafts, calendar time, rote learning, celebrating (instead of learning about) holidays, gossiping, etc.)