

## **HOW EFFECTIVELY DO YOU MANAGE YOUR TIME IN SCHOOL?**

1. A note in your pigeon hole informs you of a year meeting and provides a tear off yes/no reply slip to send back if you can attend. Do you:
  - a) *put it back in your pigeon hole?*
  - b) *check your diary and answer immediately?*
  - c) *put it into your handbag or pocket?*
  - d) *only look into your pigeon hole when there's a pay rise pending?*
  - e) *put it in your in-tray to answer later?*
2. Do you usually arrive at meetings:
  - a) *on time?*
  - b) *ten minutes early?*
  - c) *ten minutes late?*or do you
  - d) *send apologies because you have to see the Education Officer?*
  - e) *say you can't make it anyway because you're too busy?*
3. You are sent information about a conference together with some sample pupil materials. Neither are really relevant to your work - but they look quite interesting. Do you:
  - a) *go to the conference?*
  - b) *send for the materials?*
  - c) *pass them on to a colleague to whom they will be of immediate use?*
  - d) *keep the information on your desk - just in case .....?*
  - e) *put the information into your briefcase until the date has passed?*
4. You have just had to make a decision about applying for an internal promotion. You have given in the application form. Do you:
  - a) *forget about it until you see if you get an interview?*
  - b) *lie awake wondering if you have done the right thing?*
5. You are up to your eyes in work. Your colleague asks you, as a favour, to undertake an extra task. Do you:
  - a) *say no?*
  - b) *say yes, and do it?*
  - c) *say yes, but you probably won't get round to it?*

6. You have arranged to take your pupils to visit a local farm. The farmer writes asking you to confirm your time of arrival. Do you:

- a) *forget all about it and arrive on the day hoping for the best?*
- b) *make a mental note to telephone him at some point?*
- c) *make a note in your diary that you must let him know?*
- d) *telephone at once stating your arrival time?*
- e) *write back immediately stating your arrival time?*

7. Tick which of the following applies to you:

- a) *always dashing about* ☐
- b) *trying to be in two places at once* ☐
- c) *running just to stand still* ☐
- d) *in one meeting but should be in another* ☐
- e) *can't keep up with myself* ☐
- f) *am always losing my diary* ☐
- g) *keep saying yes to more work, when I mean no* ☐
- h) *make great lists of things to do* ☐
- i) *always seem to end up doing the task myself* ☐

8. You agreed to write a report with two other teachers. You have said you don't mind writing up the final version. The report is due in tomorrow. One person has given you nothing. The other, a few rather unfinished bits that still need a lot of work doing to them. Do you:

- a) *recount the injustice of the situation to another colleague?*
- b) *sit and brood about what has happened?*
- c) *write the report yourself - and learn from experience?*
- d) *not write the report and write a stiff letter to your two colleagues?*

9. Be honest - when it comes to lesson preparation are you:

- a) *one step ahead of the pupils?*
- b) *working from a bank of pre-planned materials and assignments?*
- c) *designing and re-designing course work in advance for your groups?*
- d) *living off your wits and acting abilities!*

10. Which of these best describes you:

- a) *good at starting a task and seeing it through to the finish?*
- b) *slow at starting a task, but once you've started you always finish?*
- c) *a great starter - all sorts of things on the go, but somehow nothing quite gets finished?*
- d) *full of good ideas - a million best sellers in your head - but you just don't find the time to do anything?*

11. When you make a decision in your work do you usually:

- a) *decide alone?*
- b) *consult first and then decide?*
- c) *decide with others?*
- d) *let it depend on the nature of the decision?*

12. Which adjectives best describe you:

- |                     |                      |                 |
|---------------------|----------------------|-----------------|
| <i>busy</i>         | <i>organised</i>     | <i>active</i>   |
| <i>calm</i>         | <i>dis-organised</i> | <i>positive</i> |
| <i>flustered</i>    | <i>detached</i>      |                 |
| <i>decisive</i>     | <i>tranquil</i>      |                 |
| <i>overburdened</i> | <i>lazy</i>          |                 |

13. Which of the following tasks do you find the most satisfying and enjoyable? You may tick up to 6 tasks:

- |  |                          |
|--|--------------------------|
| a) <i>making lists of things to do</i>     | <input type="checkbox"/> |
| b) <i>completing a task</i>                | <input type="checkbox"/> |
| c) <i>tidying your desk</i>                | <input type="checkbox"/> |
| d) <i>starting a new task</i>              | <input type="checkbox"/> |
| e) <i>checking your diary</i>              | <input type="checkbox"/> |
| f) <i>making a decision</i>                | <input type="checkbox"/> |
| g) <i>going to a meeting</i>               | <input type="checkbox"/> |
| h) <i>writing a paper for a meeting</i>    | <input type="checkbox"/> |
| i) <i>answering letters</i>                | <input type="checkbox"/> |
| j) <i>preparing classwork</i>              | <input type="checkbox"/> |
| k) <i>ordering materials and equipment</i> | <input type="checkbox"/> |



## QUIZ ANSWERSHEET

Q1. a = 0 b = 3 c = 1 d = 0 e = 2

Q2. a = 3 b = 2 c = 1 d = 0 e = 0

Q3. a = 0 b = 1 c = 3 d = 0 e = 0

Q4. a = 2 b = 0

Q5. a = 3 b = 2 c = 0

Q6. a = 0 b = 1 c = 2 d = 1 e = 3

Q7. **MINUS** one for each tick

Q8. a = 0 b = 0 c = 3 d = 1

Q9. a = 1 b = 2 c = 3 d = 0

Q10. a = 3 b = 2 c = 1 d = 0

Q11. a = 1 b = 1 c = 1 d = 2

Q12. **PLUS** one for a tick next to:

*calm, busy, decisive, organised, detached, tranquil, active, positive.*

**MINUS** one for a tick next to:

*flustered, overburdened, dis-organised, lazy.*

Q13. one point for ticks next to: a, c, e, i, j.

## **QUIZ SCORING:**

**41 - 35      *You are super-efficient - real Headteacher material.!***

You make decisions so fast you don't even know you've made them - but do not run so fast that you trip over your own feet - or land heavily on someone else's!

**34 - 27      *Nothing much wrong with you!***

You are systematic and get on with the job in hand. Once you have taken a decision you do not waste time worrying about it and you've a clear idea of exactly how much you can get done in the time available.

**26 - 17      *Well, it could be worse.***

You are just about managing - but watch out! If you let that list of Things To Do grow much longer, you will not be able to see the wood for the trees. Do not be so willing to take on extra things. Learn the art of saying 'no' gracefully.

**16 - 10      *Spend a whole day with the staff developer!***

Increase bran intake and jogging. Your in-tray has taken over your desk, you don't know if you are coming or going. It's time for turning over a new leaf ..... or is it? ..... or will you think about it tomorrow? .....

**9 - 0      *Oh dear! Give up.***

Try standing on your head daily. It might all look better upside down.