

S.I.P

STANDARDS IN PRACTICE



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STANDARD HIGHLIGHT

Standard Set: Online Teaching

Standard Highlighted

Standard A: Professional Responsibilities

A: The online teacher demonstrates professional responsibilities in keeping with the best practices of online instruction.

A6: The online teacher demonstrates an understanding of effective time management strategies.

STANDARD OVERVIEW

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When working as an online educator, it is essential to be an effective manager of your time. Taking time to plan your days by using your calendar and other time management tools can reduce your stress and increase your efficiency. In addition, you can share these strategies and tools with your students to help them better manage their time.

Eisenhower Time Management Matrix

| | URGENT | NOT URGENT |
|---------------|---|---|
| IMPORTANT | Quadrant I <i>urgent and important</i> DO | Quadrant II <i>not urgent but important</i> PLAN |
| NOT IMPORTANT | Quadrant III <i>urgent but not important</i> DELEGATE | Quadrant IV <i>not urgent and not important</i> ELIMINATE |



HELPFUL HINTS for putting standard into practice

One of the best ways to manage your time is to establish a daily schedule. Below is a list of things to include in your daily schedule:

- Establish your working hours. Begin building your schedule by carving out blocks for the hours you spend working, and enter those blocks in your digital calendar. This allows others who may have access to your calendar to see when you begin and end your working hours for the day. It's important to set clear expectations about your schedule for others, but it's arguably just as important as a reminder to prevent yourself from overcommitting to work and to prevent burnout.
- After you've blocked out your working hours, begin to schedule blocks of time to dedicate to your high-priority activities.
- Be sure to set aside time to respond to email. Don't let this task distract you, but don't avoid it either. Remember a best practice for handling email is to respond to emails in 15-minute blocks 2 to 3 times a day. This schedule helps you avoid depleting the energy you need for more cognitively demanding tasks.
- Be sure to schedule time to have lunch and take two 15-minute breaks--one before lunch and one after lunch. During these breaks, be sure to step away from your physical workspace to avoid being distracted from your break by your work. It is important to give your eyes and mind breaks from the computer screen, and it is equally important to get up and stretch your legs. Taking these breaks will give your brain the cognitive rest it needs, and you'll likely return refreshed and mentally acute, which will lead to increased productivity and efficiency.

- Consider setting aside time between activities, appointments, or classes as buffer time. This allows you a little extra time when unplanned events creep into your schedule or if one appointment extends beyond its scheduled duration. Buffer time also may include time for emergencies, forgotten appointments, etc. If you allow buffer times, you'll likely be able to shift some activities around in your schedule and avoid falling too far behind in the event you need to respond to an unplanned situation. Adding a little buffer time to your day can also help prevent unnecessary stress.
- Once you've blocked off time for all of the anchor activities in your week, you can start scheduling your lower-level priorities.
- With all these events on your calendar, it can be easy to forget about an activity or appointment. So remember to turn on "notifications" so that you'll be alerted when it's time to shift from one task to the next. These strategies will help you stay on schedule and track to meet your daily and weekly productivity goals.

RESOURCES to support standard use (mostly practical)

If you struggle with prioritization, consider one of the following prioritization methods:

- [Eisenhower Matrix](#)
This brief video (2:24 minutes) will walk you through how to use urgency and importance to help you prioritize your tasks.
- [The A-B-C Priority System for Time Management](#) by George Matyjewicz
This article from LinkedIn explains this simple system for prioritizing tasks as well as offers additional time management tips and statistics related to the importance of time management.

Author/Organization Bio

Krista Tomaselli, Ph.D., is the principal consultant at National Education Consulting, LLC. She has extensive experience working with at-risk student populations and designing quality online courses that meet the needs of all learners. She has worked as a high school English teacher, college instructor, online course designer, and assistant director of an instructional design team.

Check out the [NSQ Professional Learning Portal](#) and [NSQ Website](#) for more resources at www.NSQOL.org

