

Teacher Time Management Resource Pack

Practical planning tools for new secondary teachers

1. TOMORROW	2. TIME SENSITIVE	3. LATER
Tasks that affect your next lesson or school day.	Tasks with a real deadline this week.	Useful work that can wait.
Lesson materials Copies Essential grading Classroom setup	Reports Parent communication Meetings Deadlines	Resource organization Unit planning Inbox cleanup Long term projects

The 30 Minute Reset

Minutes	Action
0 to 5	Write every unfinished task in one place.
5 to 10	Mark each task: Tomorrow, Time Sensitive, or Later.
10 to 15	Choose the three tasks that matter most.
15 to 25	Complete the smallest urgent task first.
25 to 30	Schedule remaining work into specific time blocks.

Weekly Teacher Time Planner

Plan around fixed commitments first. Then protect time for planning, grading, communication, and recovery.

Day	Must Be Ready	Time Sensitive	Batch Task	One Priority
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Protected Time Blocks

Block	Task	Start	End	Done
1				■
2				■
3				■
4				■
5				■

Weekly Review

What saved me time?	
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What took longer than expected?	
What can I batch next week?	
What can I stop, simplify, or postpone?	

Task Batching Planner

Group similar work so you spend less time switching between unrelated tasks.

Task Group	Tasks to Batch	Frequency	Maximum Time
Lesson Planning		Weekly	
Grading		2 to 3 times weekly	
Parent Communication		2 to 3 times weekly	
Copies / Materials		Once or twice weekly	
Data / Records		Weekly	
Email		Scheduled windows	

The Stop Doing List

Task	Can I remove, reduce, automate, delegate, or simplify it?	Decision

Teacher reminder: A productive week isn't a week in which every task gets finished. It's a week in which the most important work gets enough attention.