

# How Do I Balance It All?

**Productivity vs. Busy Work:** List AT LEAST five examples of “busy work” that exist in your daily life or routines. Remember, busy work doesn’t ALWAYS mean “goofing off” or procrastinating. Sometimes, it is simply doing smaller, easier, tasks over the larger or more important ones.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Time Management Survey:** Briefly summarize (3-5 sentences) what the survey said about your time management skills. Do you agree with the results? Are there areas that you need to improve upon?

**Priority Matrix Reflection:** Fill-in a priority matrix of your own. Think of 5-10 items on your “to-do” list for today and place them in the appropriate squares of the matrix.

	Urgent	Not Urgent
Important		
Not Important		

**Scenario:** You are a preschool teacher and have the following list of tasks that you must complete today. Cut the list of tasks apart and, as a group or individually, decide which quadrant they should go into.

Complete the daily observation sheet which includes information on meals eaten, naps, significant health issues, problem behaviors, or accomplishments.	Lead the children in a painting activity.
Complete lesson plans for next week and give them to your principal.	Serve lunch to your group of students and clean up.
Read a book to your class during story time.	Teach the children a lesson on stranger danger.
Take your students outside to play games.	Help your students learn their letters and numbers.
Organize and store the toys to ensure the area is picked up before going home.	Use bleach and sanitize the toys because one child at school was sick the day before.
Teach your students to sing "This Little Light of Mine."	Complete a class on infant and child CPR.
Contact a parent to set up a meeting where you can discuss transitioning the child to a new room for older children.	Give one of your students a time-out because they bit another child.
Write your monthly class newsletter to parents highlighting upcoming activities, field trips, and announcements.	Teach a lesson on how to properly wash your hands.

**The Priority Matrix:** Place each task in the appropriate box based on the level of urgency and importance.

<p><b>Quadrant 1:</b></p> <p><b>Do:</b> Tasks with deadlines or consequences.</p>	<p><b>Quadrant 2:</b></p> <p><b>Schedule:</b> Tasks with unclear deadlines that contribute to long-term success.</p>
<p><b>Quadrant 3:</b></p> <p><b>Delegate:</b> Tasks that must get done but don't require your specific skill set.</p>	<p><b>Quadrant 4:</b></p> <p><b>Delete:</b> Distractions and unnecessary tasks.</p>