



**SNAPSHOT**

**BACKGROUND**

**K-9 School in NOIDA, Delhi-NCR.**

**Teachers: 100 plus academic and support staff**

**Date of Study: November 2013**

**KEY CHALLENGE**

**To move an already good school to become a great school**

**SOLUTION STRATEGY**

**Adopt The Leader in Me/7 Habits philosophy and implement it throughout the entire school community**



**A time management issue faced by a teacher**

This learning is from a very senior teacher in a larger school group. She told us that her mind would run amok with the number of things that she had to do. She was overwhelmed by the number of things that she had to pay attention to in her personal and professional space. Because she was inundated by all those things that were in her checklist, she often felt stressed out and anxious because she was unable to complete her **“To Do”** list. She realized over time that this was also affecting her productivity as a teacher and that she was also unable to pay proper attention to her family member as she was always irritable and felt stifled due to paucity of time.



## The 7 Habits solution

The 7 Habits learning program, unlike most other time management teachings focuses first on understanding who or what is most important for us in our personal and professional life. Pray how can one prioritise without understanding what and who one's priorities are. This is where the private victory of understanding and practicing Habit 1, 2 and 3 to help one understand, how to be proactive for understanding who and what are the most important priorities in our journey of life. Once we understand this, then it is very easy to plan for making time and space for all our most important tasks, activities, meetings and people. Once we know what are our most important roles and goals then we make time for our big rocks (most important things to do in those roles) and live from Quadrant 2 (the effectiveness quadrant) by reducing all the things that steal our time in Quadrant 3 (the quadrants of deception where things look urgent but are neither urgent nor important, like futile conversations about other people, unnecessary meetings, emails, phone chats etc.) and Quadrant 4 (the quadrant of Waste & Access , where we may be wasting time with excessive TV, internet, social media , etc). The idea is to live north of the line in Quadrant 2 and Quadrant 1 (The quadrant of necessity, things that are urgent and important). However it is also a revelation that the more we plan for all our important things in Quadrant 2, the less of urgent and important things will happen in our life. Like Dr. Covey says either we can keep swatting flies through the day or plan to fix the hole in the

window pane from where the flies are coming in. A simple mantra to remember is the 6 Ps. Prior Proper Planning Prevents Poor Performance in all dimensions of our life.

## The 7 Habits Effective Results

After the program we have been working with all teachers to hand hold and help them to live the 7 Habits. The said teacher who was facing these issues has really been focusing on making time and space for all her most important people and activities and has thus found the right balance in her professional and personal life. She has been less anxious and irritable not only with her family and children at home but has also become more cheerful with the students in her classroom and has thus noticed better productivity as teacher, a parent and a spouse. Here is what she wrote to us in her note of thanks to us "Thirdly and I must confess I was extremely bad at, was prioritizing my work. Now I understand it is ok to take up something first and leave the rest for time being. It was also because of this that a family holiday could be planned and we are all eagerly looking forward to having fun and time with ourselves without any things disturbing me or making me stressed out".