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BECOME A TIME MANAGEMENT MASTER

EDUCATOR

Description

Explore how traditional time management approaches can lead to burnout and overwhelm for educators. Through self-management, teachers gain the tools to navigate education's challenges with adaptability and mindfulness, creating an environment for personal growth and student success. By honing self management skills, educators not only boost productivity but also set a valuable example of discipline and self-regulation for their students.



Executive Function Skills

Focused Attention Time Management
 Planning & Prioritization Stress Management

Educator Topics: Time vs Self Management | Urgent Pretenders | S.P.O.T. | Third Eye Supporters | Planning for Important | Just One Thing | The Power of No | Delegate, delegate, delegate

Format

- A digital and printable portfolio for each educator to individualize, organize and capture their own selfmanagement plan.
- Guided, self-paced professional development to support educators in determining what is urgent and important in their lives.
- Printable posters for the classroom or office to keep reminders close by.
- "Explore More" Teacher Resource Sections to complement and extend both personal and professional growth.
- Provides an immediate access point for all student teaching videos and toolkits.

Time: 2 Hours

Earn another Executive Function Coach badge and "Become a Time Management Master" Certificate of Completion, complete with documented hours to add to your professional portfolio.

STUDENT

Description

Join students on a journey to become self-empowered Time Tacticians, shifting from managing time to managing themselves. This module reveals powerful self-management secrets, empowering students to confidently tackle tasks, reduce stress, and liberate themselves from reminders. Students unlock productivity and well-being on this dynamic quest to reclaim control of their time and destiny.



Executive Function Skills

Focused Attention Time Management
 Planning & Prioritization Organization

Student Topics: Time vs Self Management | Time Mindset | Time Tactician | Identify & Prioritize | Hot, Simmer, Backburner | S.P.O.T. | Third Eye | Urgent Pretenders

Format

- A digital and printable portfolio for each student to organize, customize and capture their self management skills toolkit.
- Professionally recorded teaching videos for each topic featuring Samantha Woods, Kaizen's founder.
- Engaging and creative brain warm-ups.
- Interactive & practical hands-on learning activities for students to create their own self management plan.
- Printable posters and visuals.
- Short quizzes that check for understanding while providing clear explanations of the correct answers.
- Oodles of proven brain tools and strategies for students to easily and immediately implement to begin their self management journey.
- Extension opportunities to keep the executive brain function learning going!

Time: 3 Hours

Earn another Brain Hub Academy badge and "Become a Time Management Master" Certificate of Completion.