Time Management Reflection (Sample): Ms. Steinbach

1. **Imbalances**

Clearly the data indicates that I spend a bulk of my week with school/work activities. The 23.8 percent of my week “at school” is my physical presence in the building teaching students and meeting with colleagues. The 8.9 percent of my “work” category is the time I spend grading, prepping lessons, and responding to work email. Unlike many jobs where people can leave the work behind at the end of the day, I typically spend another three-five hours per night on my job. While the chart would indicate that I spend only 3 percent of my time with travel and transportation, I don’t see it as an imbalance because I only live 15 minutes from work. If anything, it indicates an imbalance in my leisure life because during the school year, I typically drive to and from work, and that’s it. There is not a lot of opportunity to “live life” during the work week when one is a teacher. While I do have a reasonable amount of time set aside for leisure, it’s typically focused on reading and/or watching television. I would like to get out more.

1. **Community Time**

How much time I spend doing something for my community depends on which community I’m thinking about. If it is my school community, then quite a bit. If it is in regard to my physical neighborhood or the city in which I live, I don’t spend much of my time there. My husband and I like to participate in things like Thornton Fest and the Pirate Festival, but neither of us is much into canvassing for political candidates or going to town hall meetings. My husband and I do try to make the bulk of our purchases within our physical community so that we are supporting the local economy, but I do buy things online from Amazon.com or Ebay.

1. **Helping My Community**

I probably don’t do enough to help out my community. My husband and I work to keep our property well-tended so as to keep our neighborhood looking nice, we get to know our neighbors when we can, and participate in some local events. I could do more in terms of walking to distribute literature for political candidates or calling as part of a phone bank for the same thing, but I am typically very uncomfortable engaging with other people in that way. I feel awkward and self-conscious, and so I will oftentimes actively shy away from such participation. I’m not good at organizing events, but I am good at participating in them.

