# Planning and management

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**Project Coordinator:**

**Project partners**

RINOVA
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ΔΗΜΗΤΡΑ

FH | JOANNEUM
University of Applied Sciences

GRUPPO 4

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# Training Rules

- ► Mobile Phones
- ► Smoking
- ► Breaks
- ► Other

Participation

COFFEE BREAK

Respect

Express your opinion

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# Learning Outcomes

21. LIST TIME MANAGEMENT TECHNIQUES (SMART GOALS, EISENHOWER MATRIX, GANTT CHART, ) THAT CAN BE USED BY THE PUPILS TO IMPROVE THEIR TIME MANAGEMENT SKILLS

22. DEFINE PRIORITIES BY USING SMART GOALS, THE EISENHOWER MATRIX, GANTT CHART, COVEY'S THEORY OF SUCCESSFUL PEOPLE, PERSONAL PLANNING )

23. SET SHORT AND LONG TERM GOALS, PRIORITIZE AND TEACH THE PUPILS DO SO AS WELL BY EFFECTIVELY GUIDING AND MONITOR THEIR PLANNED ACTIVITIES.

24. DEVELOP PUPILS SKILLS IN ORDER FOR THEM TO BE ABLE TO PLAN AND MANAGE THEIR TIME INDEPENDENTLY.

25. INSPIRE PUPILS TO STAY FOCUSED AND ACHIEVE THEIR GOALS.

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# Planning and management

**Prioritize, organize and follow-up**

- Set long-, medium- and short-term goals
- Define priorities and action plans
- Adapt to unforeseen changes

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# Planning and management

**MANAGEMENT** IS THE ACT OF ENGAGING WITH AN ORGANIZAΣON'S HUMAN TALENT AND ITS RESOURCES TO ACCOMPLISH DESIRED GOALS AND OBJECTIVES.- MARY PARKER FOLLETT DEFINED MANAGEMENT AS "THE ART OF GETTING THINGS DONE THROUGH PEOPLE."

**PLANNING** IS DECIDING IN ADVANCE WHAT TO DO, HOW TO DO AND WHO IS TO DO IT. PLANNING BRIDGES THE GAP BETWEEN WHERE WE ARE TO, WHERE WE WANT TO GO. IT MAKES POSSIBLE THINGS TO OCCUR WHICH WOULD NOT OTHERWISE OCCUR - KOONTZ & O'DONELL

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# Training roadmap

Introduction → Planning → Smart Goals setting

↓

Time Management and Prioritisation ← Importance of risk, failure and retry ← Online Tools and Exercises for you and your Pupil

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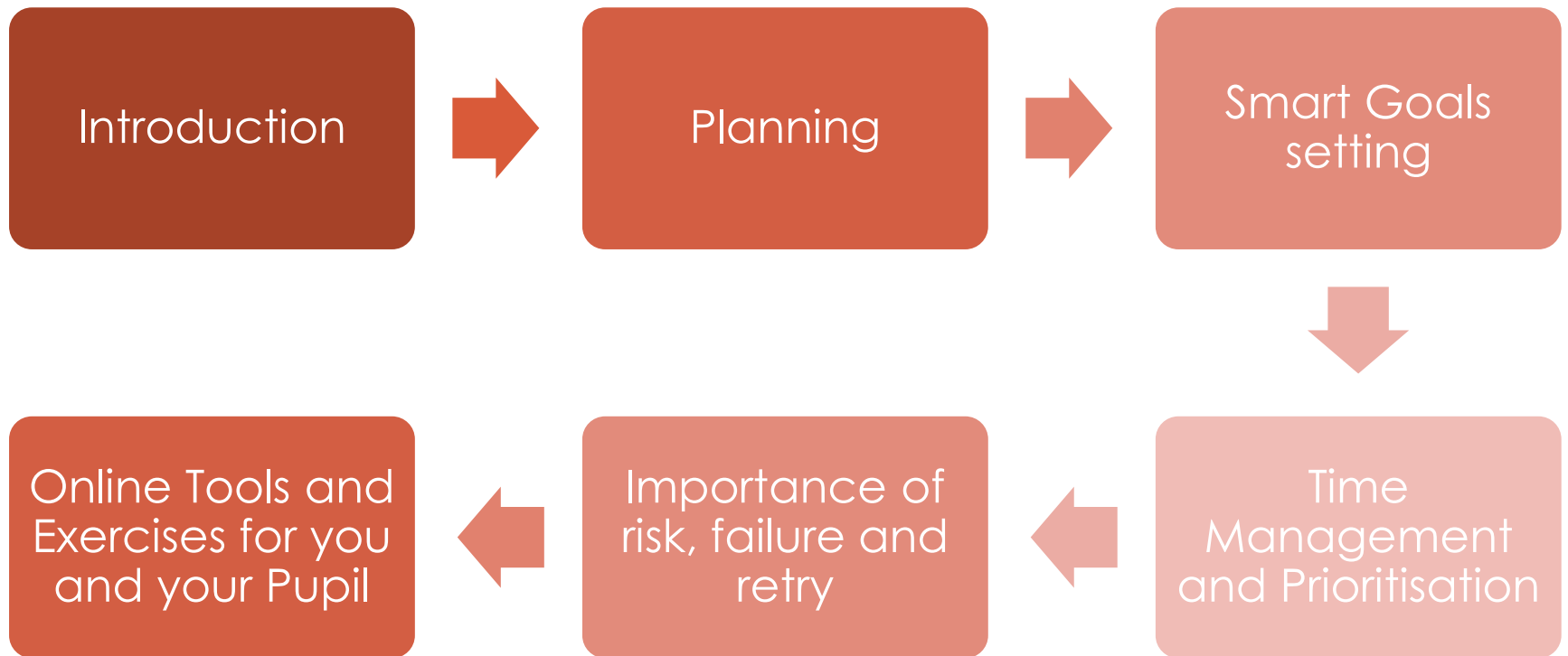
# Introduction to planning and management

► "Without goals and plans to reach them, you are like a ship that has set sail with no destination." — Fitzhugh Dodson, American clinical psychologist, lecturer and educatore here content

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# Introduction to planning and management



- ► You will have a higher rate of success if you plan carefully, are disciplined and organized, both in your personal and in your professional life.

- ► Planning is a disciplined thought process, which: develops decisions and actions in areas of life that are important to you guides **how, when** and **why** you do the activities.

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# Why is it important to make plans?
# 9-reasons

A plan:

1. Will clarify the goals that you want to achieve.

2. Will help you identify and work towards your core values, beliefs and aspirations.

3. Will help you diagnose your current situation. What are the current realities of your life? What is missing? What do you want in each major category of your life?

4. Will enable you to design the steps to achieve your goals. You will have a clear map to arrive at your desired destination.

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# Why is it important to make plans?
# 9-reasons

5. Will help you set priorities: What is important? What is urgent? This way, you will not get distracted. You will make the decisions that best suit your future.

6. Will boost your confidence and reduce fear, anxiety, doubt.

7. Will empower you to remain focused. In the absence of a plan, the day-to-day work will get priority and the strategic projects will be neglected.

8. Will help meet deadlines. You will be more efficient as a result.

9. Will help you measure success. You will be able to track the work to be done, the progress, and even potential issues.

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# How to make plans?



- ▶ Start with the end. Identify the end goal.

- ▶ Break down your goals into sub-goals.

- ▶ Determine Specific Tasks.

- ▶ Group tasks together. Prioritize and Sequence Tasks.

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# How to make plans?



- ▶ Set realistic timetables.
- ▶ Make adjustments
- ▶ Focus on the big picture

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# Exercise – Let's make a plan

► Your pupils are going to want to take a one week educational trip to Paris

PLAN IT !!!

Keep in mind that you need to take into consideration the time until the trip starts



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# SMART goals



- ► **S**pecific
- ► **M**easurable
- ► **A**ttainable
- ► **R**elevant
- ► **T**imely

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# SMART goals

Ask yourself the following questions:

- ► What do I want to achieve?

- ► How do I want to achieve it?

- ► When do I want to achieve it?

- ► With whom do I want to work?

- ► What are the conditions and limitations?

- ► Why exactly do I want to reach this goal? Are there alternative ways to achieve it?



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# Discussion

# SMART Goals



Setting **S M A R T** Goals

The research shows that specific and challenging goals lead to better performance (Locke, 1968). In this lesson we will be working on designing a plan and creating SMART goals to help us achieve a healthier lifestyle.

**S** Specific

You goal should be as specific as possible and answer the questions: **What** is your goal? **How** often or how much? **Where** will it take place?

**M** Measurable

**How** will you measure your goal? Measurement will give you **specific feedback** and hold you accountable.

**A** Attainable

Goals should push you, but it is important that they are **achievable**. Are your goals attainable?

**R** Realistic

Is your **goal and timeframe realistic** for the goal you have established?

**T** Timely

Do you have a **timeframe** listed in your SMART goal? This helps you be **accountable** and helps in **motivation**.

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# Example of SMART goals



Not Specific: I want to make good grades.

Specific: I want to have a 93 average in science by May 27, 2007.

Not Measurable: I want to make a lot of free throws.

Measurable: I want to make 9 out of 10 free throw in tonight's game.

Not Attainable: I will make 200 free throws in tonight's game.

Attainable: I want to learn 30 new vocabulary words in the 2nd quarter.

Unrelevant: I will dance around for 20 minutes to be a better reader.

Relevant: I will read for 25 minutes per night for 1 month to build my reading stamina

No time: I want to learn to play the piano.

Time: I want to learn to play "Twinkle, Twinkle, Little Star" by June 3rd.

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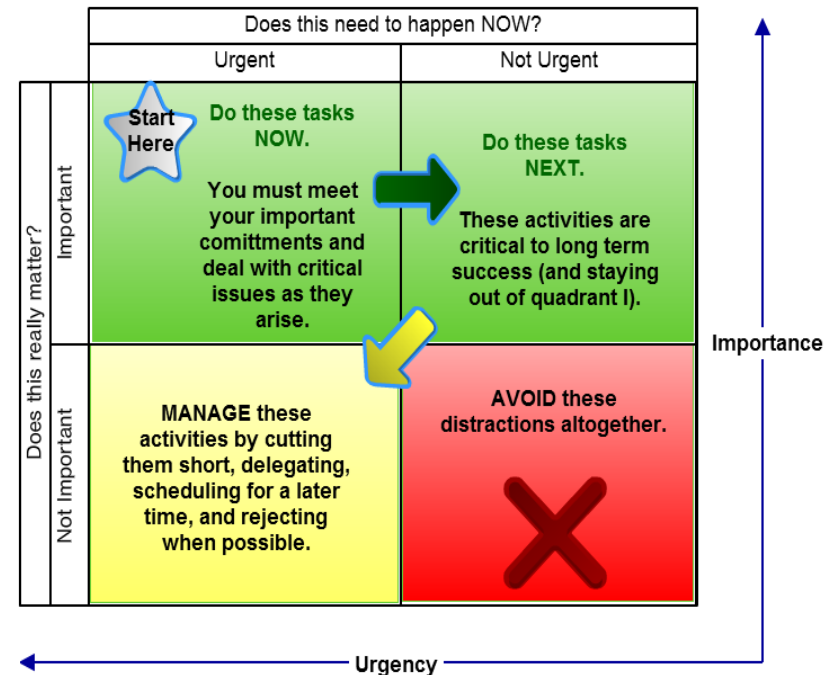# Exercise – My SMART Goal

► Are your goals SMART ?

Let's find out !!!!

# Time management and prioritisation

**Eisenhower Matrix**

|  | URGENT | NOT URGENT |
|---|---|---|
| **IMPORTANT** | *Quadrant I:* Urgent & Important | *Quadrant II:* Not Urgent & Important |
| **NOT IMPORTANT** | *Quadrant III:* Urgent & Not Important | *Quadrant IV:* Not Urgent & Not Important |

source: Stephen Covey, *7 Habits of Highly Effective People*

| Does this need to happen NOW? | | |
|---|---|---|
| | Urgent | Not Urgent |
| **Important** | **Start Here** Do these tasks NOW. You must meet your important comittments and deal with critical issues as they arise. | Do these tasks NEXT. These activities are critical to long term success (and staying out of quadrant I). |
| **Not Important** | **MANAGE** these activities by cutting them short, delegating, scheduling for a later time, and rejecting when possible. | **AVOID** these distractions altogether. |

Does this really matter?

Importance

Urgency

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# Eisenhower Matrix Example

**Urgent - Important
( Do it first and your self )**

- Finish a school project
- Respond to parents emails
- Pick your sick kid from soccer practice

**Important - Not Urgent
(Schedule it to do after you are done with Urgent and Important)**

- Professional Development
- Networking
- Bonding activities with students

**Not important- Urgent
(Delegate it, might be urgent but others can do it for you)**

- Upload posts to your teacher Vlog
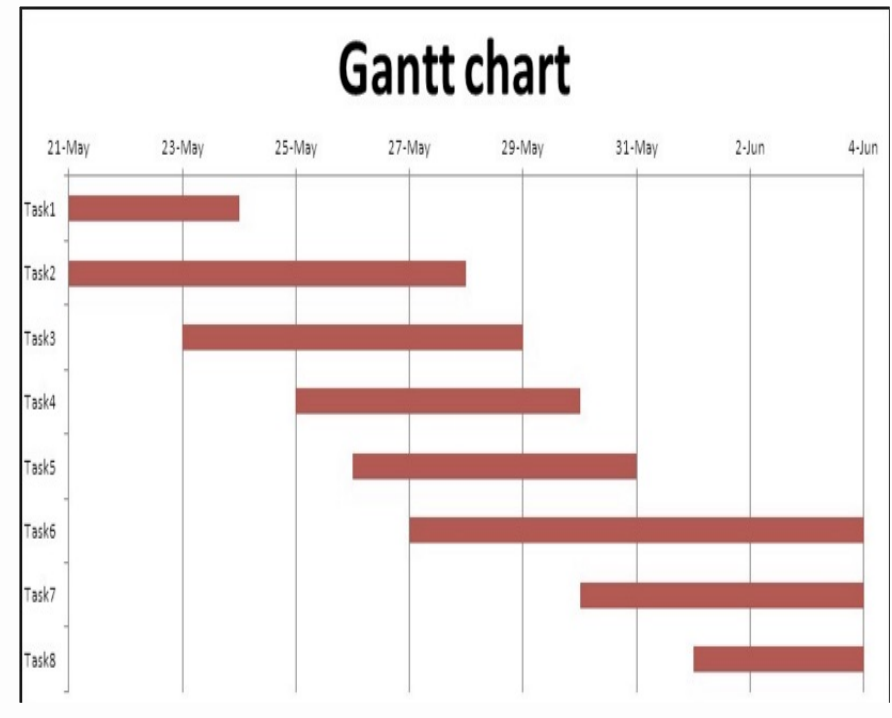- Prepare meals for the next day

**Not Urgent – Not Important
(Delete it or do it last when you have time)**

- Gossip
- Update Social Media
- Play video games

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# What is a GANTT chart

➢ Named after American engineer Henry GANTT

➢ **Graphical Display** of a project timeline

➢ **Total duration** of the project



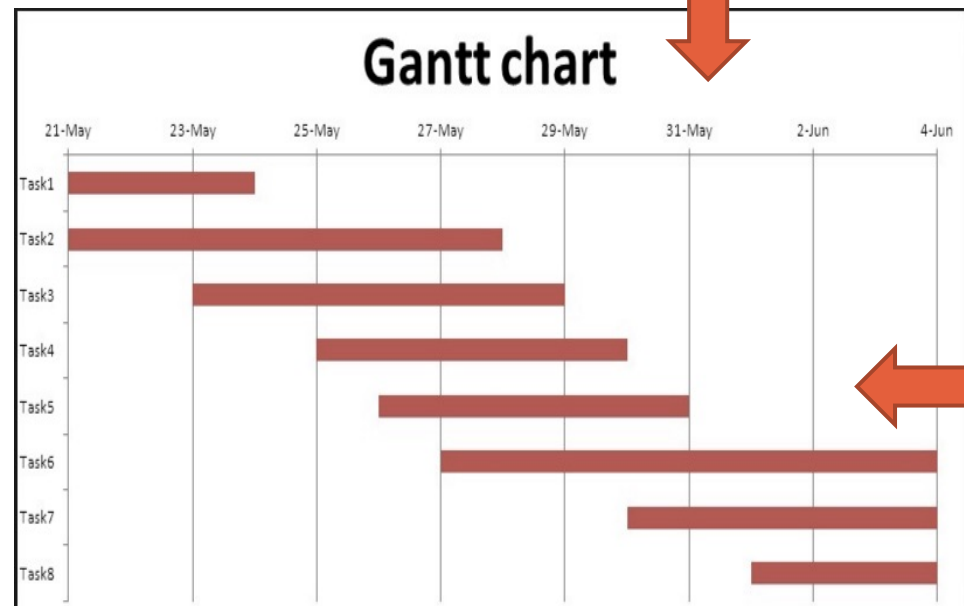enterschoolmind

# What is **in** a GANTT chart?

**Lines :** Activities - Tasks

Which are important to complete your plan-project and usually are presented in a chronological order

**Rows:** Time

**Remember:** You can find many templates

online that can be adjusted to your needs



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# Filling in a GANTT chart

Use various colors in order to :

- Differentiate among the various activity groups

- Immediately understand what is important and what not

- Get yours (and others) attention
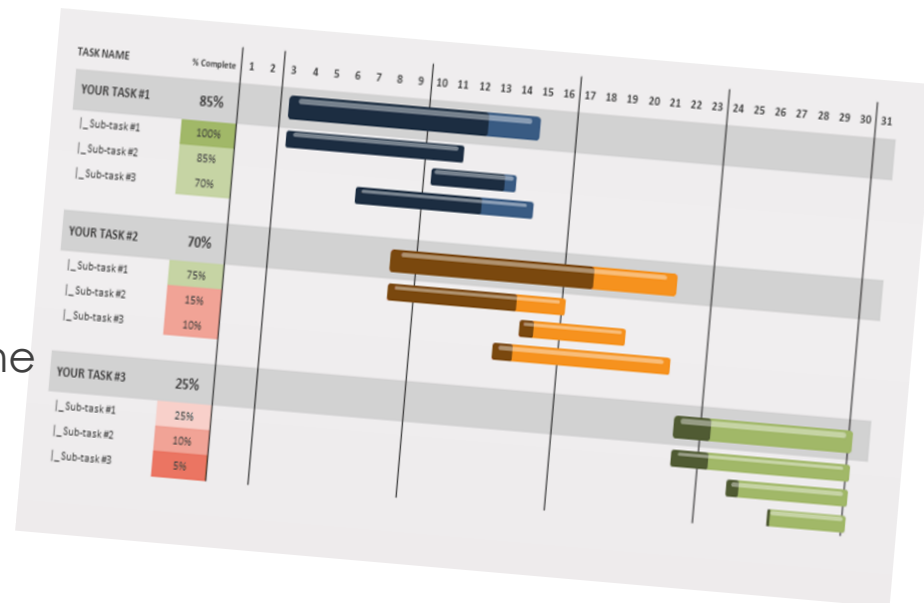
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# Your GANTT chart

In teams of four complete a GANTT chart in order to go through with a school play for rising awareness on environmental issues.

**Steps :**

1. Make a list all activities that they have to complete in order to present a school play.

2. Insert those Activities to the GANTT chart and decide how much time do you need to complete those.

3. Present your GANTT charts to the team

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# Very important

► It is adjust to each different plan/project as:

  o Not everything has the same starting point

  o There might be a specific deadline to achieve your goal or you can adjust it

  o It can be affected by external factors

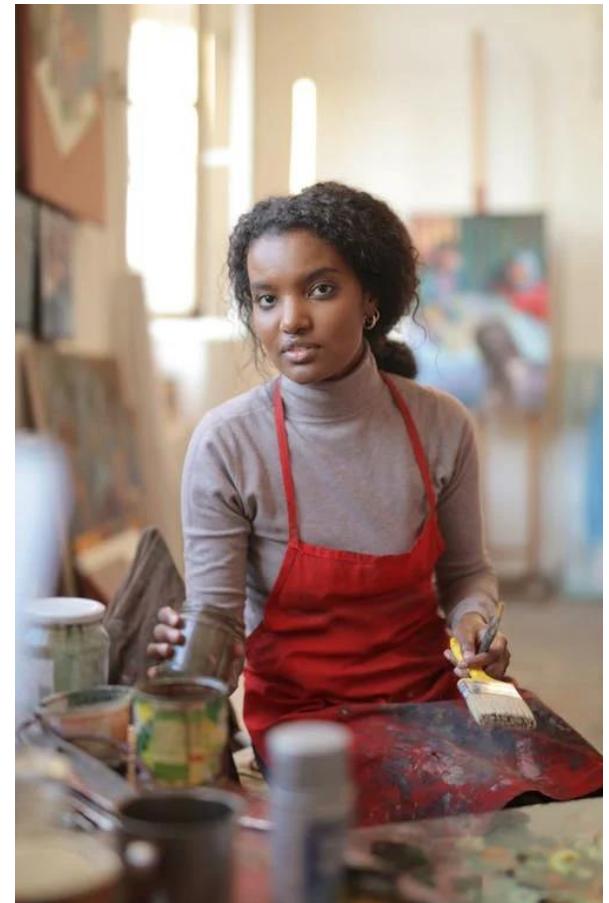► Readjustment in case that there are new factors or delays

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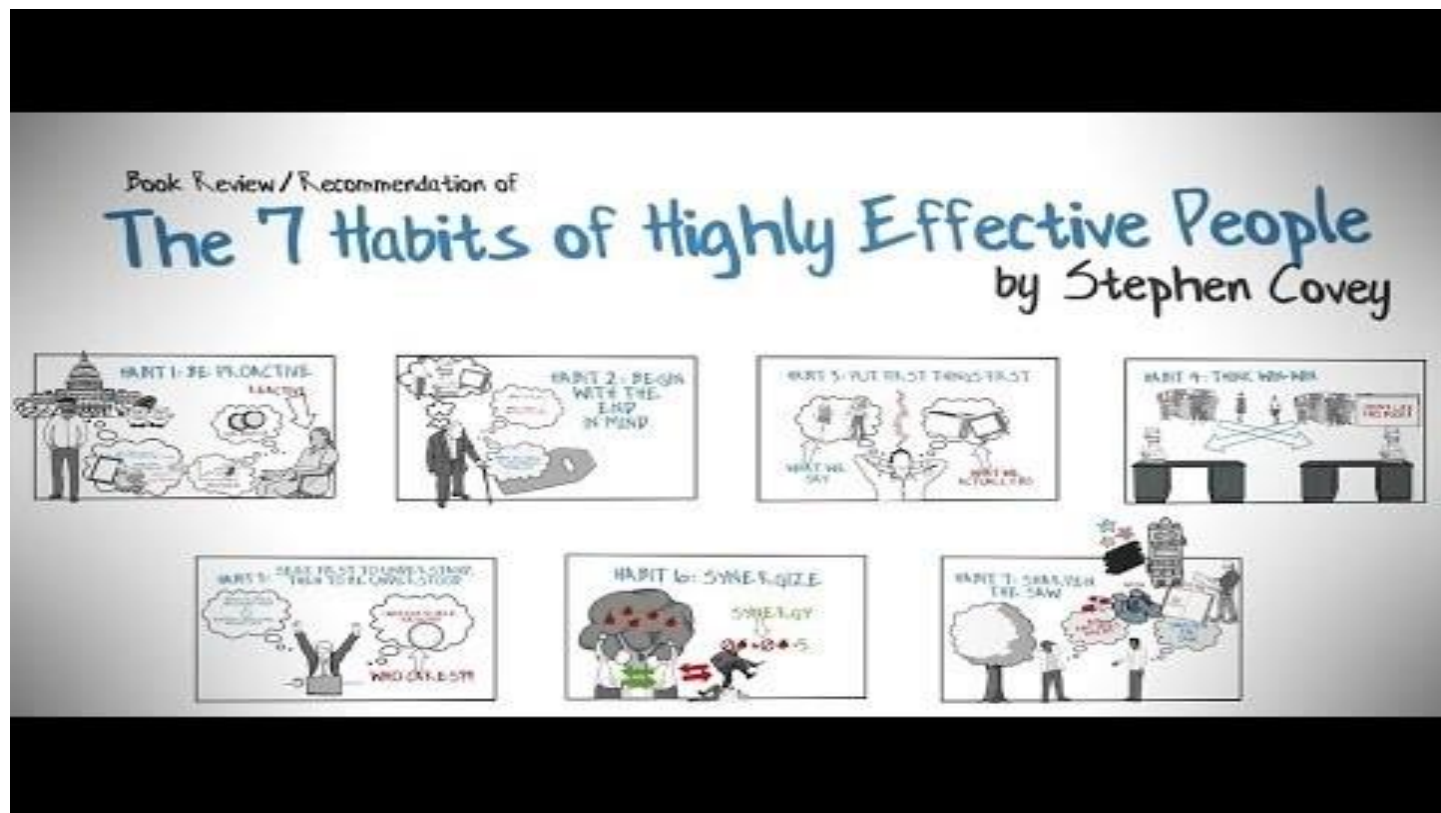
# Case Study

Help Katerina achieve her goals!!!

# Successful People



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# 7 Habits of Highly Effective People

► Be Proactive

► Begin with the End in Mind

► Put First Things First

► Think Win-Win

► Seek First to Understand, Then to Be Understood

► Synergize

► Sharpen the Saw

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# Exercise

► What do you have to work on ?

► Write down and present us with an example of something that you are going to do differently after seeing this

# Personal Development Planning

► Personal planning happens when an individual assigned responsibility for an outcome develops an individual plan to complete that work

► Personal development planning is the process of creating an action plan based on awareness, values, reflection, goal-setting and planning for personal development within the context of a career, education, relationship or for self-improvement

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# Importance of personal development

► It provides a framework that will make individuals to identify their strengths and weaknesses and guide to capitalize existing skills and capabilities.

► Development is a progressive process one's life. It is not stopped as long as there is a desire for it and need for it.

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# Personal Development Planning

1. Establish your purpose or direction
2. Identify development needs
3. Identify learning opportunities
4. Formulate an action plan
5. Undertake the development
6. Record the outcomes
7. Evaluate and review

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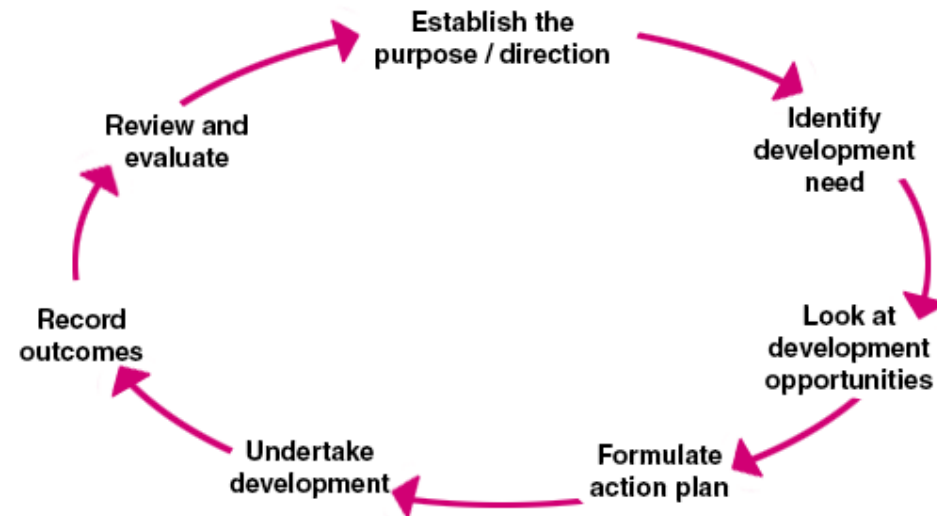
# Benefits of Planning your life

► Self Awareness

► Sense of direction

► Improved focus and effectiveness

► More motivation

► Greater resilience

► More fulfilling relationships

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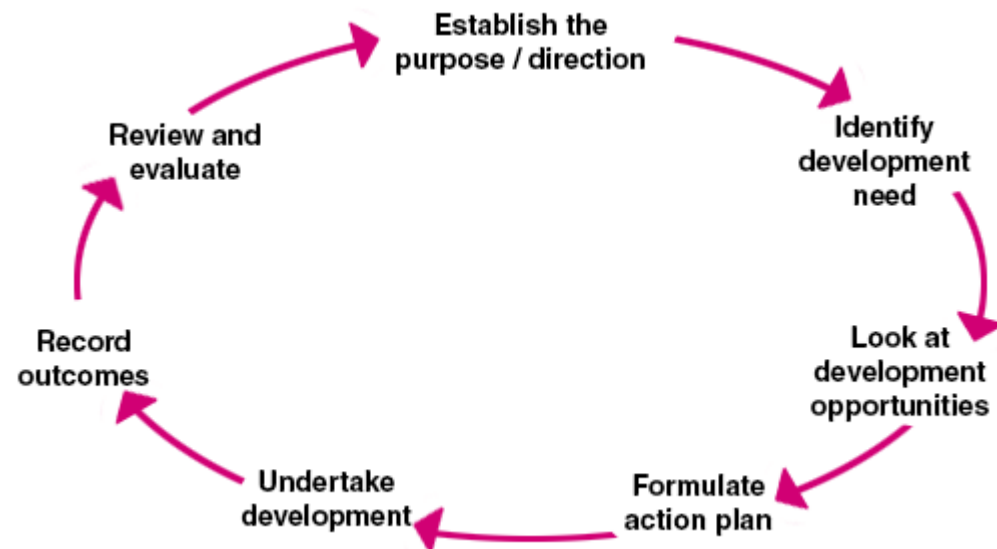
# Individual Exercise

► Develop your personal development plan for the proceeding years

- o Read the example
- o Prepare your own
- o Present and reflect



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# Online tools

- ► <u>Roadmap Planner</u> – one user unlimited projects

- ► <u>Wizeline</u> – limited to three roadmaps

- ► <u>Bitrix24</u> – limited to one project

- ► <u>TeamGantt</u> – limited to one project

- ► <u>Open Project</u> – Linux OpenSource

- ► <u>Parallel</u> – limited to one user and one project

- ► <u>Productific</u> - lean roadmap tool for indie makers

- ► <u>Draft.io</u> - free plan limited to 500 objects

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# Role play

Be the pupil

# Exercise

- ► Choose your topic and develop exercises for your students
  - ▪ SMART Goals
  - ▪ Personal Planning
  - ▪ GANTT Chart
  - ▪ Coveys characteristics of successful people.
- ► Present it to all
- ► Reflect – receive feedback
- ► Revise and finalise



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# Suggestions for Self-directed learning

| N | Title and Reference | Attachment (if applicable) |
|---|---|---|
| 1 | Develop pupils that work at yindependently | https://www.wabisabilearning.com/blog/10-ways-foster-independent-thinking-skills |
| 2 | Students set their goals | http://greatexpectations.org/resources/practices/practice-one/vision-goals-self-reflection/lessons-and-strategies-for-goal-setting-elementary/ |
| 3 | Smart goals for Students | https://www.whatihavelearnedteaching.com/student-goal-setting-in-elementary/ |
| 4 | Train youth for change | https://aflateen.org/about/ |
| 5 | Teaching management skills to primary school students | https://flintobox.com/blog/child-development/teach-kids-time-management-skills |

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# Group discussion – Reflection upon learning

► What do you think about what you have learned ?

► What more would you like to add to those topics?

► How will you use it ?

► Do you have any school classes in mind that this could be introduced?



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Management techniques such as SMART goals, Eisenhower Matrix, Gantt Chart can help you and your students improve your skills and succeed your goals

Defining priorities is very important for both being on time with activities and having time for your self

Setting short and long terms goals will helop you with your priorities and time management

Planning and management is essential not only for work but for several aspects of life

# Key Points