

Introduction

When I began writing my first book, *Time Management for Teachers*, there was a nagging question: I kept wondering, “Do I really have enough to say to fill a book?” I knew that substitute teachers, classroom management, grading papers, discipline, and applying technology were issues that teachers had to cope with on a consistent basis; as it turned out, filling the first book with practical tips to aid in these areas was not a problem. The difficulty was in attaining my goal of presenting these ideas in a text that a person could read in two to three hours.

Now, I enter round two in my attempt to make teaching more manageable, rewarding, and interesting. You are holding the result of this effort, *Tomorrow Begins at 3:00*.

In this book, I share some of the more specific ideas and approaches that have allowed me to continue to teach (my first love) while presenting twenty to thirty district inservices and twenty-five college level week-end seminars each year. In addition to my teaching duties, I do all the bookkeeping, shipping, and advertising for a series of seven math books I co-authored with fellow teachers and perform the same managerial functions for my own company, Write Time Publishing. Over the past six months, I have finished my first book on teaching writing and have designed and published a teacher planner.

Add to all of this that I have been happily married for thirty years, have three children who have graduated from college, spend my summers at a home I built in Colorado, and one can see that I do believe that teachers can have it all!

Time management and personal organization have opened many doors for me. It has had the same impact upon hundreds of teachers who have attended my seminars and read my first book.

One of the “doors” I chose to access was entrepreneurial; the opportunities that fellow teachers have chosen have varied. For some, it was to have more time to read; for others, it was time to spend with their children or spouse. I know of several teachers who now spend their entire summer traveling. They finance these excursions with money earned by completing the ten salary units I encourage teachers to take each school year.

Time management allows each individual to take control of his or her professional life and re-establish priorities in one’s personal life.

One might think that with the topics already discussed in a previous book, what is left? In this text, I will present some very unique ideas for teachers of every grade level and every subject area. I begin with a chapter on year-long planning. It is one of the most significant time-savers a teacher can implement.

The second chapter discusses a concept I refer to as “Universal Homework.” The idea here is that students need not be in class on any particular day in order to complete that night’s homework assignment. It, too, is a dramatic time saver.

Chapter three extends and completes the presentation of the year-long plan. It presents the practical application of blending long-range planning and universal homework.

Chapter four is dedicated to the opening of school. It is the

most important time of the year. It is when you train your students, and more importantly, when you enlist the support of the parents of your students. If you are going to complete your planning and correcting for the following day between 3:00 and 4:00 and walk out of your classroom everyday at 4:00, you must implement an organized structure that those around you support. The time to establish your procedures is at the beginning of the school year.

The fifth chapter is quite lengthy and presents twenty-five new time-saving ideas I have developed over the past five years. While each teacher will not use all twenty-five, I believe every teacher will find several of the techniques are applicable for his or her teaching situation.

The book closes with a chapter focusing on the “Professional Teacher.” I learned many years ago that the more I assume a stance of a professional, the more professionally I am treated by everyone with whom I come in contact. In this chapter, I present several ideas that you can use to assume a new status as a professional.

A brief comment about the title.... I was driving to Los Angeles one morning to present a seminar, and the title *Tomorrow Begins at 3:00* popped into my mind. To me it represents the fundamental concept of time management. It is not a matter of wishing one’s life away, it is a matter of taking control and knowing when the professional ends and the personal begins. Teachers must make the distinction between time on and time off. The job of teaching can fill every waking moment if we let that happen. If we are going to be successful teachers we must be successful in our personal lives as well.