



Revitalizing, Innovating, Strengthening Education

Time Management and Planning Makes a Difference



DDEO Dhirkot explaining his work plan in a workshop



DDEO Dhirkot, encouraging parents, teachers & community on providing quality education to their children and students.

“Working according to a plan is not only more productive but also more fulfilling and self-satisfying.”

**Wajahat Ali Farrukh
DDEO Dhirkot
Bagh, AJ&K**

Wajahat Ali Farrukh has been recently promoted as a Deputy District Education Officer (DDEO) in a rural area of Azad Jammu & Kashmir (AJ&K) in northern Pakistan. He carries with him a vast experience in teaching and school administration, but the new responsibility to supervise 53 schools has diversified his job description and opened up new challenges. Particularly, he faced difficulty in distribution and allocation of time between different management tasks such as supervision of office staff and routine inspection of schools.

In the spring of 2008, Wajahat participated in a workshop on Education Leadership & Personal Efficacy organized by the USAID-funded project called *Revitalizing, Innovating and Strengthening Education (RISE)*. The workshop emphasized the fact that planning and prioritization of activities helps ensure time for all of one's important tasks. It also demonstrated how one can save up time by adhering to strict discipline. This was a pleasant experience for Wajahat, and he immediately changed his approach to work.

Wajahat now keeps his planner with him at all times. He makes a weekly plan and distributes work equally each day. He says that this helps him plan ahead and allocate time according to the importance of his tasks. “I give more time to the tasks which support the overall objectives,” he says. Moreover, he does not plan meetings or supervisory school visits without consulting his planner first, and keeps these visits precise and more productive by raising and addressing issues which are important for policy making and school performance. He says that following his planner, he visited around 15 schools each month this quarter as opposed to 5 each month last quarter. By honoring his commitments and meeting deadlines easily, he has achieved great self-satisfaction and impressed his officers and colleagues alike.