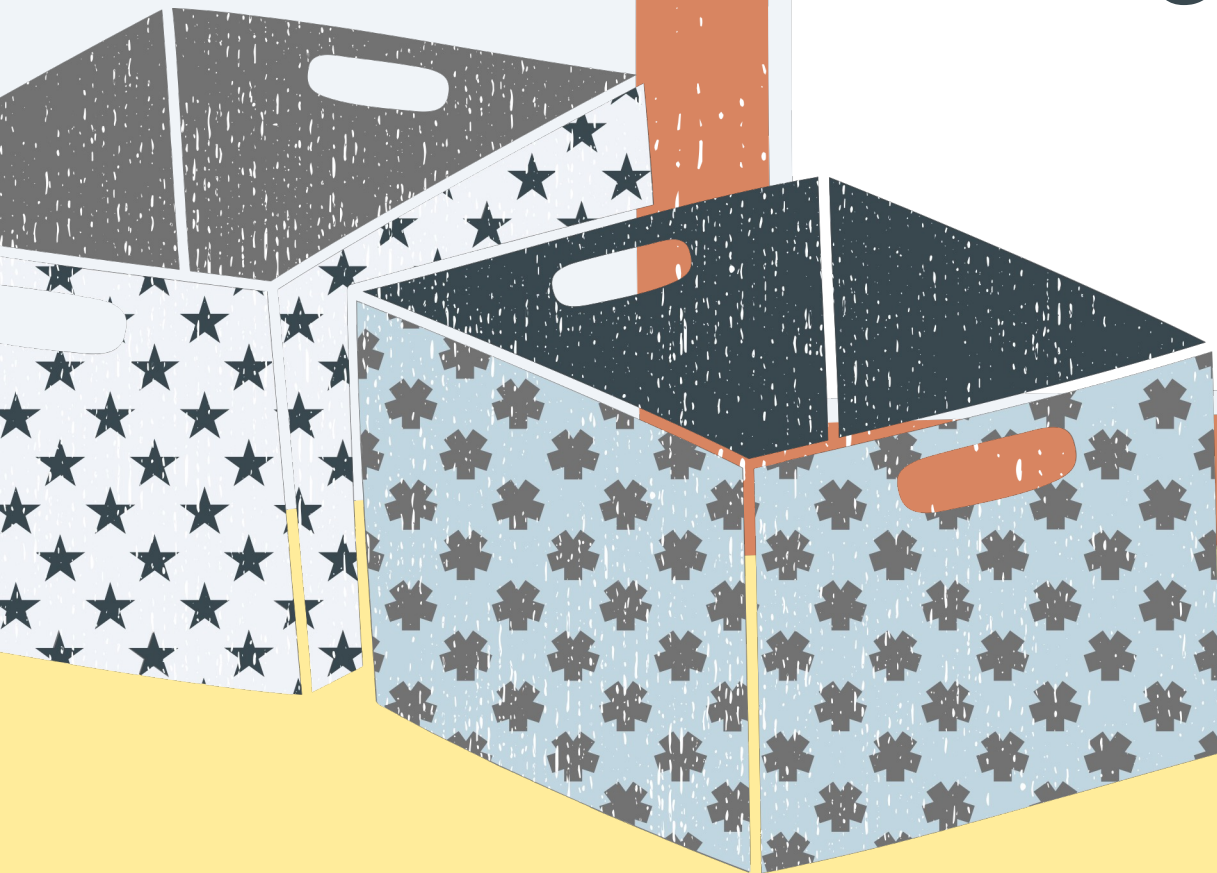




BEING AN EFFICIENT STEWARD

Striking a Balance
Between Busyness and
Organizational Efficiency

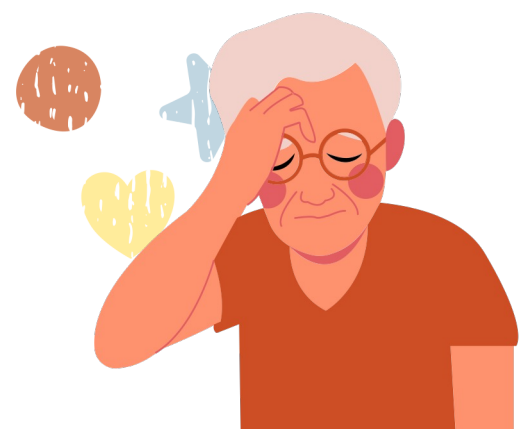
Mrs. Brenda Lam



RESPONSIBILITIES OF A PERSON IN A LEADERSHIP AND MANAGEMENT ROLE IN A SCHOOL

- Strategic Planning
- Staff Management and Development
- Curriculum and Instructional Leadership
- Student Welfare and Discipline
- Community Engagement
- Financial Management
- School Governance
- Continuous Improvement





HEAVY WORKLOAD

Mr. Chan, a headmaster, is responsible for managing the school's operations, organizing events, meeting with parents, and supervising teachers. With so many tasks, he often finds himself working late hours and struggling to find time for personal life or self-care.

MEETINGS AND ADMINISTRATIVE DUTIES

Mrs. Lam, a senior teacher, spends a considerable amount of time attending meetings with different committees and departments. Although these meetings are important for collaboration and planning, she often feels overwhelmed by the time spent away from classroom preparation and teaching.



PAPERWORK AND DOCUMENTATION

Mr. Lam, a teacher in charge of an ECA, devotes a significant amount of time to recording and writing procurement proposals for the ECA. While he acknowledges the importance of maintaining good records, he often wishes he had more time to dedicate to instructional planning and creating engaging lessons.



COMMON CHALLENGES WE MAY FACE



WHAT IS STEWARDSHIP IN THE CONTEXT OF SERVANT LEADERSHIP?

- Refers to responsibility and accountability that leaders have towards their followers and the resources **entrusted** to them
- Involves a **mindset** and approach where leaders view themselves as **stewards or caretakers** of the organization, its people, and its assets, **rather than simply as authority figures**



SERVANT LEADERSHIP

STRIKING A BALANCE BETWEEN BUSYNESS AND ORGANIZATIONAL EFFICIENCY



Employee
Well-being



Empowerment
and Autonomy



Continuous
Improvement



Focus on
Collaboration



WHAT IS AN **EFFICIENT** STEWARD IN THE CONTEXT OF EDUCATION?

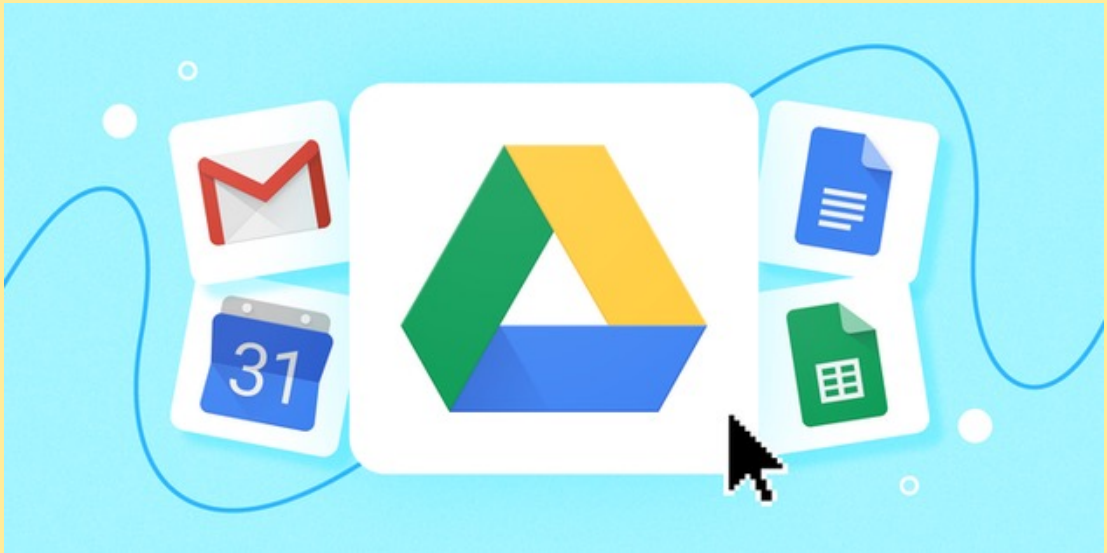
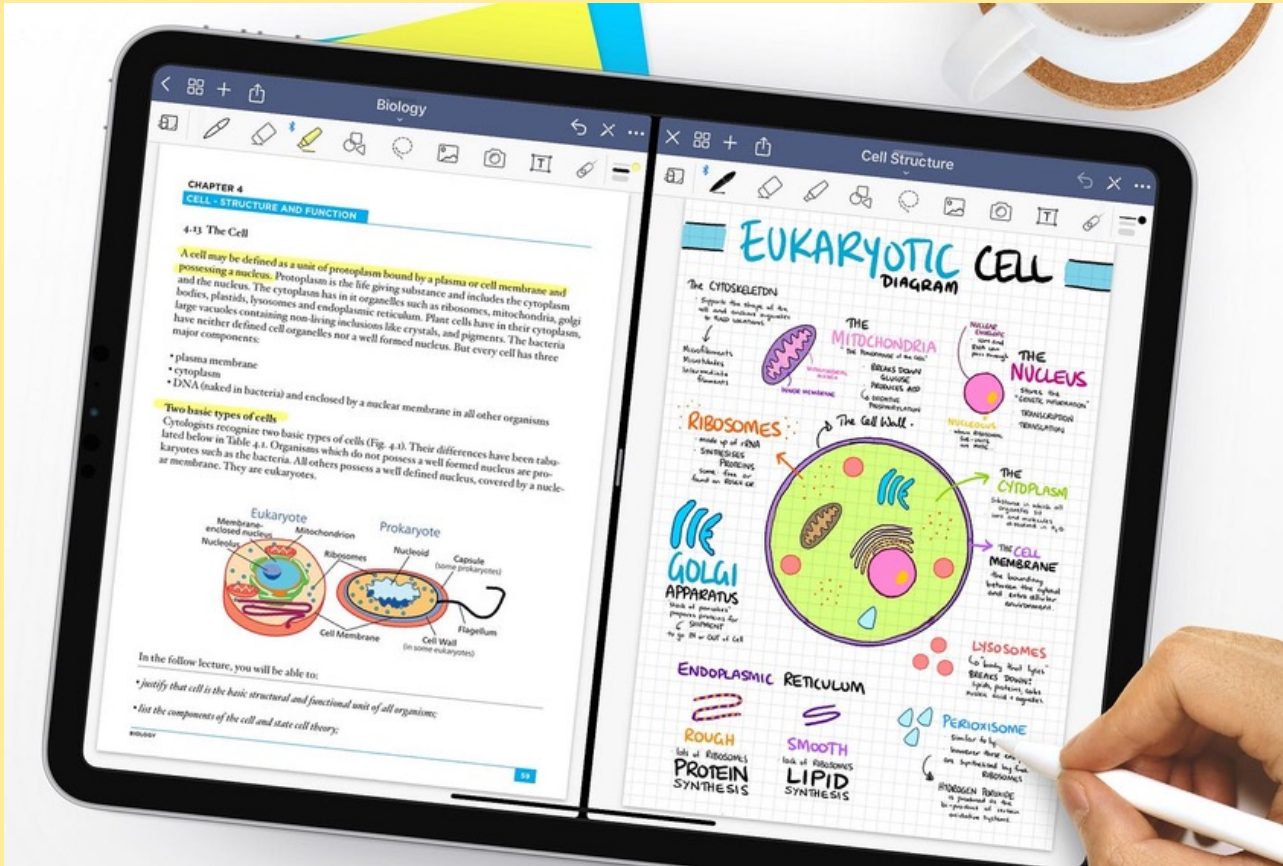
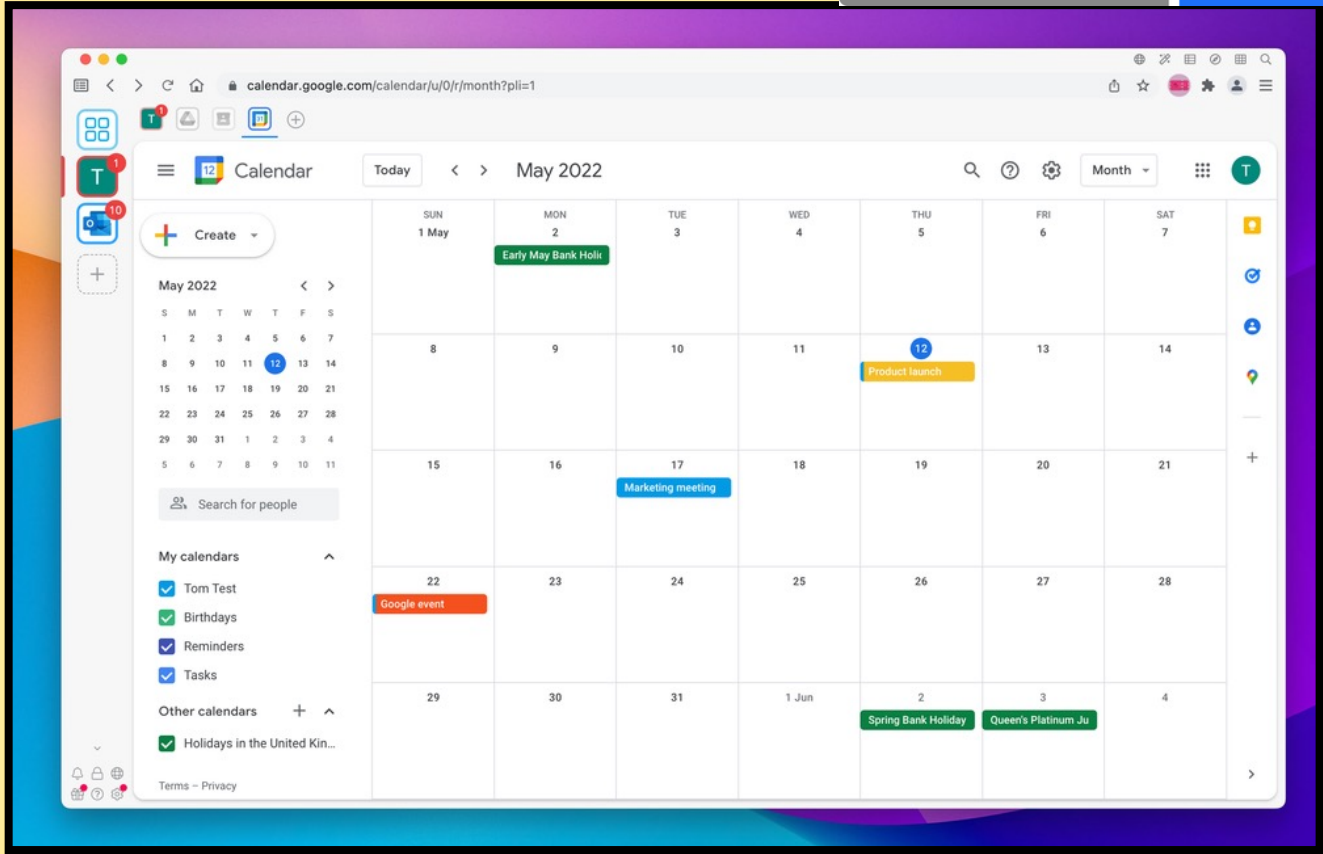
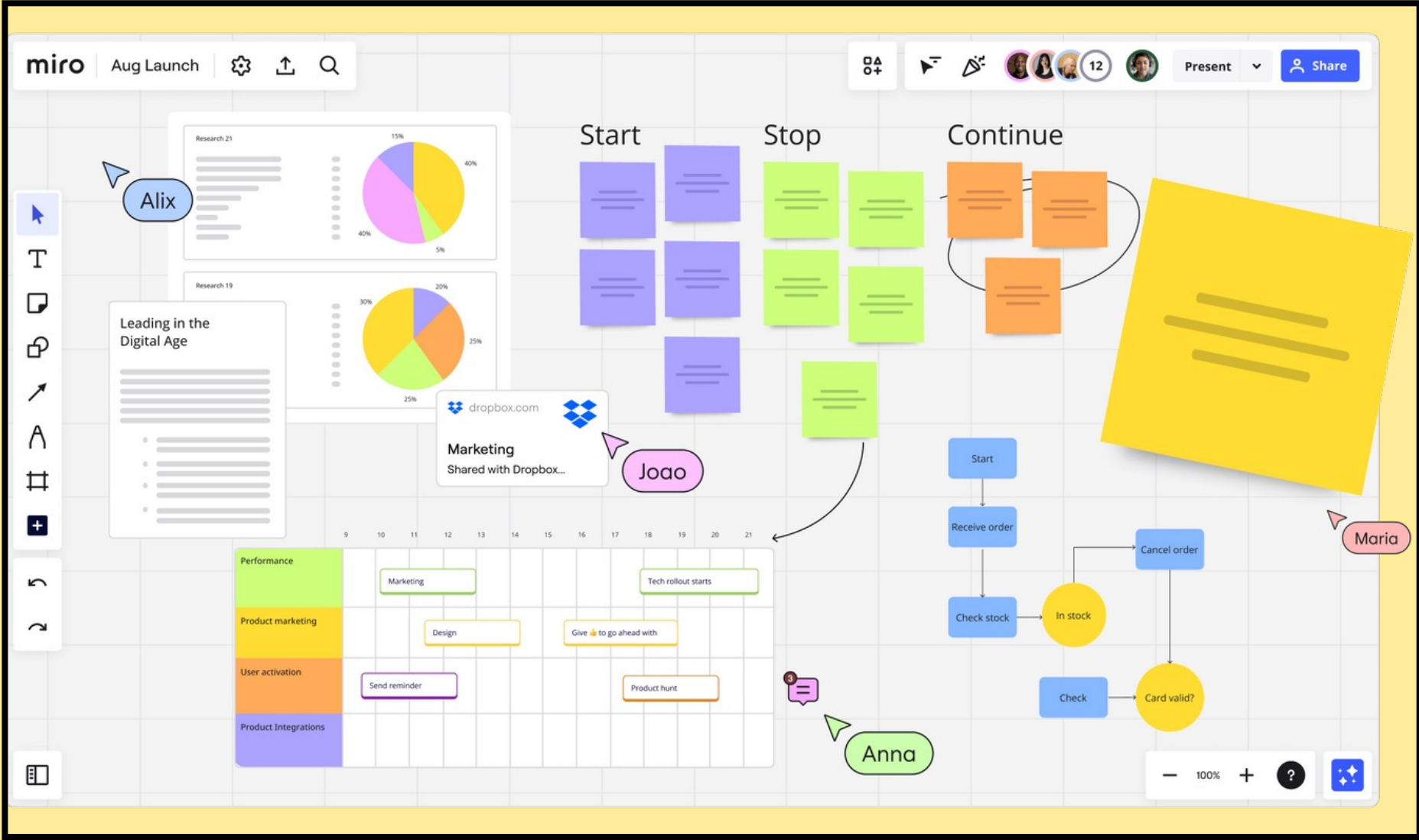
- **Effectively** manages and oversees educational resources, systems, or institutions in a responsible and productive manner
- Takes on the role of a caretaker, ensuring that the educational resources are utilized **optimally** to achieve the desired outcomes



STRATEGIES FOR TIME MANAGEMENT

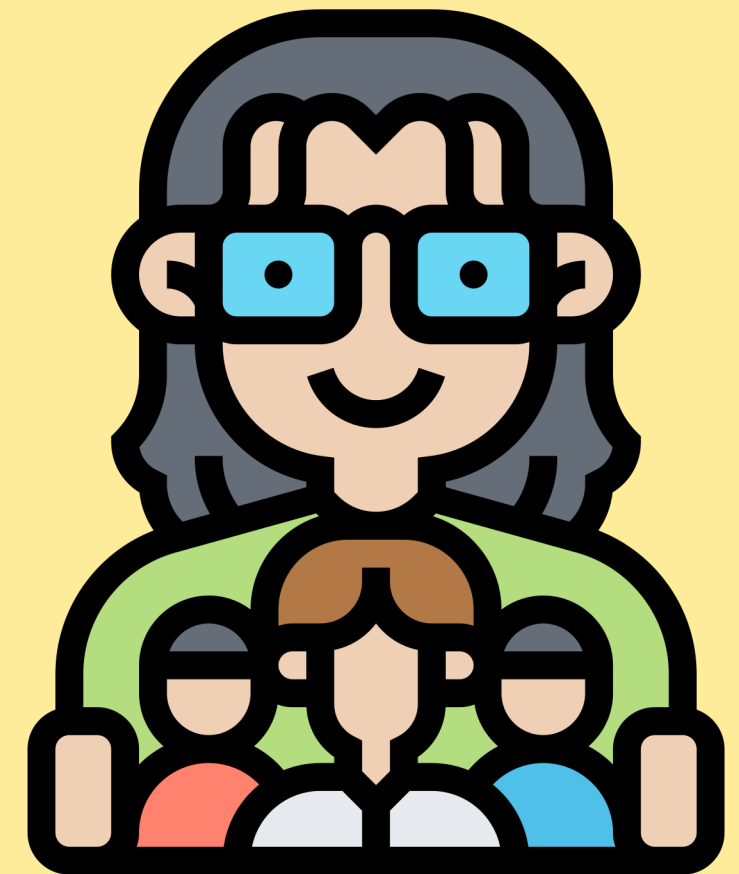
- Prioritize Tasks
- Set Clear Goals
- Create a Schedule
- Avoid Procrastination
- Delegate and Outsource
- Avoid Multitasking
- Learn to Say No
- Take Breaks and Practice Self-Care
- Utilize Technology and Productivity Tools
- Regularly Evaluate and Adjust





STRATEGIES FOR ORGANIZATIONAL EFFICIENCY

- Streamline Processes
- Effective Communication
- Set Clear Goals and Expectations
 - specific, measurable, attainable, relevant, and time-bound (SMART)
- Empower and Delegate
- Invest in Training and Development
- Utilize Technology and Automation
- Foster a Culture of Continuous Improvement
- Optimize Resource Allocation
- Monitor and Measure Performance
- Foster Collaboration and Teamwork



MAINTAINING WORK-LIFE BALANCE

- Set Clear Boundaries
- Prioritize and Delegate
- Time Management
- Take Regular Breaks
- Establish Healthy Routines
- Communicate and Negotiate
- Unplug and Disconnect
- Seek Support
- Practice Self-Care
- Regularly Evaluate and Adjust



A photograph of a person with reddish-brown hair lying in bed, covered by a white sheet. The person is resting their head on their hand, and the scene is dimly lit, suggesting a quiet, restful environment. The image is framed by a solid yellow border.

Resting When Tired Isn't Lazy –
It's Self-Care



Martha is busy preparing a meal for their guests, while Mary sits at Jesus' feet, listening to his teaching. Martha becomes frustrated with her sister and asks Jesus to tell her to help with the preparations. However, Jesus responds by saying that Mary has chosen the better option, and that she should not be disturbed.

Luke 10:38-42

THANK YOU FOR LISTENING!

