



Tips for managing your time and workload

Write things down that you need to do and that are worrying you, this will clear your mind and reduce stress.

Break down tasks - in order to make your list feel more manageable, decide what the next action is - for example, browse the internet for lesson plan ideas rather than plan your lesson.

Prioritize your actions always consider long-term planning and objectives. You could use our time management matrix which is downloadable from our site.

Estimate how long things will take - if the action can be done within two minutes, do it immediately. If it requires more time or needs breaking down into steps, think realistically about how long it will take and schedule time in your planner.

Delegate or drop unimportant tasks - do this at home as well as at work.

Learn to say no or at least learn not to say yes. Ask for time to decide so that you can see how it will impact on other actions you need to complete.

Do not procrastinate - if there is something that you always put off, ask yourself why? If it always seems too big to start, break it down into actions. If it is something new and you don't know where to begin, ask for help.

Establish routines based on your energy curves - identify the times of day when you are most alert and plan your activities around these times. If you are a morning person you could arrive early and complete your planning while you are at your most creative.

Avoid distractions. If you are able to, try and find quiet time in school during the week. In order to make the best of this try to avoid checking your emails and make sure the phone is on voicemail.

Analyze your time and see if activities took you longer than expected. If so, was it because you were wasting time? Or was there something you had not accounted for? Going through this analysis will help you to estimate better in future.

Where can I find more support?

If you are an educator from one of the districts that have signed up to this service and you wish to speak to a qualified counselor, you can call the toll free Educator Support Line on 1-877-876-4327.