

>>> mauri mahi, mauri ora

Manage your workload – 10 tips from teachers



1

>>> Begin each day calmly.

Take time in the morning to do something that 'readies' you for the day. Find out what works for you – karakia, tai chi, or maybe take a short walk. Spend 10 minutes in your classroom before students arrive to set things up. Make a 'to do' list.

2

>>> Make a 'to-do' list and identify priority task(s) for each day.

Writing things down helps you to:

- free your mind from worrying about them
- ensure that things don't 'drop off' your radar
- identify and focus on the priority tasks.

The trick is to stay focussed on completing the assigned tasks for the day. So, keep the tasks realistic and don't finish work until those tasks are completed.

3

>>> Work from 8am–5pm every day.

Use the time productively and avoid 'off-task' things like checking personal social media pages, surfing the net (unless it's directly related to your teaching), or catching up with a colleague. You'll be amazed at what you can achieve if you work these hours consistently.

4

>>> Treat your non-contact hours like gold.

Shut the door and really focus on completing one or more of your priority tasks from your 'to-do' list.

5

>>> Handle things just once.

Once you make a start on a task, try to complete it before starting something else. Avoid having lots of unfinished tasks as they make your task list long and unmanageable.

6

>>> Find a buddy – don't try to reinvent the wheel.

Three ways to do this:

1. Buddy up with a colleague, or a teacher from another school who teaches the same classes as you and share planning. For example, "I'll plan a unit on x, y, or z, if you do one on a, b, or c." Share a planning template and plan one together to start with.
2. Join a local or online cluster group to share ideas, planning, resources, assessments, marking, and moderating.
3. Join an online teacher community that shares resources and tips.

7

>>> Focus on what really matters.

Teaching is busy, so spending energy on things that don't really make a difference is a waste of time – even if they are things that you enjoy doing! Prioritise tasks that have the greatest impact on student learning. Keep asking yourself, "Is this a 'must do' or a 'nice to do'?" Leave 'nice to do's' to the side until you have the 'must do's' completed well.

8

>>> Set up the classroom for the next day.

Spend 5–10 minutes at the end of every day to tidy up and organise your classroom for the next day – put things away, set out the desks and resources, write any pānui on the board etc. It makes a great start to each day for you and your students if the classroom is tidy and ready.

9

>>> Spend time with your whānau.

This is a 'must do', so make time for this each day, particularly if you have young tamariki.

10

>>> Take time for yourself.

This is a 'must do' too, so make time each day – even if it is just 10 minutes in the morning or at night – to do something that isn't related to teaching.

