

# Managing your workload as a teacher

It can be stressful trying to manage workload especially during times like this, with teachers and pupils having to adapt to new teaching and learning methods.

Here are some tips on how to manage your workload and to keep on top of a busy schedule:

## Planning ahead & prioritise tasks

It's important to plan your work ahead of time and to not leave preparing for lessons until the very last minute. Find time to prepare an engaging lesson and try not to rush, as you need to provide students with high quality lessons. Ask your students what learning activities they prefer, as this will save you having to make all the decisions, and it shows you respect their opinions. Prioritise tasks in order of importance and tick them off once you've completed them.

The application '*Planboard*' is a free lesson planner for teachers and can be downloaded on a mobile, tablet or computer <https://bit.ly/3fy9Ozw>. You can plan the academic year in terms, organise content for different units, and add and reuse lesson plan templates. This can also be shared with other colleagues by using the download option.

## Get inspired

Take some time on your breaks to talk to trusted colleagues about any issues you may have and share your ideas for lesson plans. Your colleagues can share their ideas too and this can help to find inspiration and reduce your

preparation time. This can be done in-person and virtually when teachers are required to work from home.

Join a teaching group on Facebook for lesson plan inspiration and support. If you are stuck on an idea, someone in the group will find a solution. It's great to join for support from people you can relate with.

### **Be organised**

As soon as you walk into your classroom, make sure everything is organised and has its own place. Labelling files and folders make it easier for you to find the documents you need.

If you don't need to, try not to print off all of your documents. Read and keep them on your computer and save it into categorised files. Back up important documents on a USB stick. This helps to avoid unnecessary build-up of paperwork and most importantly helps the environment.

### **Getting students to mark**

At times, give your students opportunities to mark their own work. Getting your students involved will provide them good practice to self-assess each other and will reduce your marking workload.

### **Go home on-time**

Staying in school after you're due to finish cuts into your own personal time and will disrupt your work life balance. Have enough time to focus on yourself and your own responsibilities.

## Useful Applications & Programs:

- **Planboard:** Free lesson planner <https://bit.ly/3fy9Ozw>
- **Google Drive:** Organise your teaching & share files with others  
<https://cutt.ly/mx4v5nG>
- **Alora:** Student attendance tracker with an option to add notes to record additional information (late/sick/excused)  
<https://aloraapp.com/>
- **Kahoot!:** Quizzing application to turn a boring lesson into a game for student motivation <https://cutt.ly/lx4b4Xw>
- **Educreations:** Interactive whiteboard that records audio to pair with your actions and great for online teaching  
<https://www.educreations.com/>

If you have found a good resource, share it with us!

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