

BOOKLET + HANDOUTS

Workload & Wellbeing



Workload and Wellbeing Session Handout

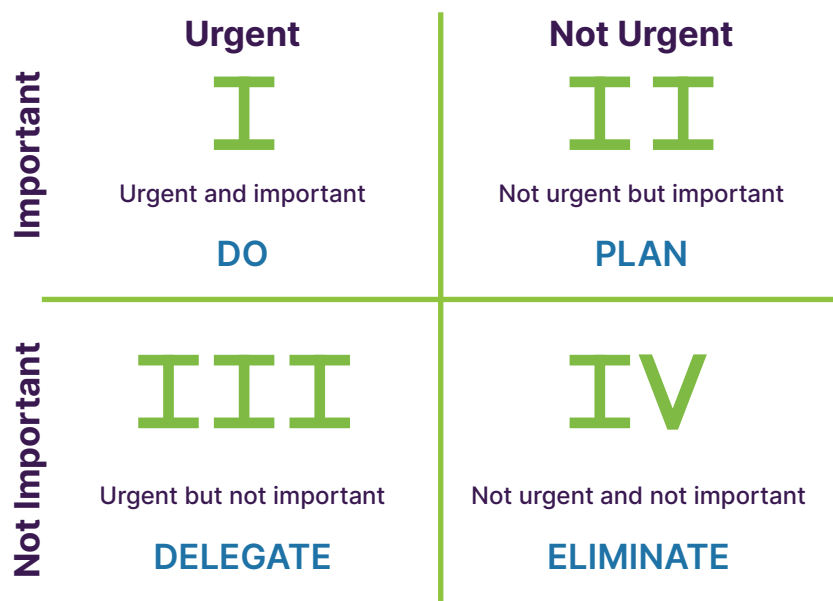
The most important thing is to keep the most important thing the most important thing!

- Steven Covey's: First Things First! [www.en.wikipedia.org/wiki/First_Things_First_\(book\)](http://www.en.wikipedia.org/wiki/First_Things_First_(book))



Your thoughts:

Discussion around how we consider and manage these areas.



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It's also useful to structure the time in the day into clearly defined sections:

A Scheduled time – timetabled lessons and meetings

B Non-contact time – for marking and planning

C Transitional time – 'spare' time that can be used as you require

D 'Me' time – protected for you. Make sure that the 'Me' time is never subsumed.

OR

Red – busy, demanding, challenging, serious, urgent, important, Most "A" Time

Amber – occupied, undemanding, enjoyable, "B/C" Time

Green – unstructured, available, "Me-Time"

Day	Pd1	Pd2	Break	Pd3	Pd4	Lunch	Pd5	Pd6	After
Mon	9-2	Y10		Free	9 -1		8-1	6th	
Tues	8-2	9-2	DTs	6th	6th		Home	Home	
Wed	6th	6th	Duty	PPA	ECF	Meeting	Y10	Y10	Y11F
Thu	8-2	8-1		Meeting	9-1	DTs	Meeting	Meeting	Dept
Fri		Meeting	Meeting	Meeting	Meeting	Journey	6th	6th	

Your notes:

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Discussion Points (You can cut these ten suggestions into strips for ordering 😊)

- Put the ideas below in order of importance - most effective, *in your view*, first.

A. Assess selectively – only mark set pieces of work e.g. Marking timetable (regularity and manageability). Know and use school policy re frequency and feedback. Expect students to self-mark and then collate their scores.

B. Be wary of procrastination, make structured and wise use of non-contact time.

C. Consider your well-being – leave by 4pm, fresh air, fluids and nutrition, true relaxation, sleep patterns, learn to say “no” or “not this week”.

D. “Diarise” – an electronic calendar is ideal – something like Outlook.

E. Establish your own routines – get to know when you work best – are you a lark or an owl – don’t try to be both!

F. Familiarise yourself with Long-term (Calendar) and Medium-term (Deadlines) – keep them easily to hand, as this will inform your Short-term priorities.

G. Generate lists – electronic on your phone or lpad and/or also write things you need to do on post it notes and throw them away when the job is done. This can create a great sense of well-being and can break down workload into manageable sections.

H. How to manage resources – only keep one set of resources on the school network, there is no need to keep multiple copies and this also prevents data protection issues. Keep everything – file and label well for future modification.

I. If students/pupils are working independently use this time for other purposes, when appropriate (Multitask, but don’t overload yourself!)

J. Just set aside an hour to plan a lesson for example, and spend no longer on it. Don’t overplan. Keep a list / folder of “ideas” – so that you are a curator rather than a constant creator!

(adapted from a Sheffield Hallam University Resource on Teacher Education)

- Briefly explain which you have chosen as your personal most effective strategy, and why this is / could be particularly effective for you.
- Are there any other hints / tips you might like to share, which have helped you with your practice.

Wellbeing Activities Suggestions:

- Try learning to cook something new. Find out about healthy eating and cooking tips
- Try taking on a new responsibility at work, such as mentoring a junior staff member or improving your presentation skills
- Work on a DIY project, such as fixing a broken bike, garden gate or something bigger. There are many free video tutorials online
- Consider signing up for a course at a local college. You could try learning a new language or a practical skill such as plumbing
- Try new hobbies that challenge you, such as writing a blog, taking up a new sport or learning to paint
- Find free activities to help you get fit
- If you have a disability or long-term health condition, find out about getting active with a disability
- Find out how to start swimming, cycling or dancing
- Find out about getting started with exercise
- If possible, take time each day to be with your family, for example, try arranging a fixed time to eat dinner together
- Arrange a day out with friends you have not seen for a while
- Try switching off the TV to talk or play a game with your children, friends or family
- Have lunch with a colleague
- Visit a friend or family member who needs support or company
- Make the most of technology to stay in touch with friends and family. Videochat apps like Skype and FaceTime are useful, especially if you live far apart
- Search and download online community apps on the NHS apps library.

“For everyone, wellbeing is a journey. The secret is committing to that journey and taking those first steps with hope and belief in yourself.”

Deepak Chopra