

Time management

Preparation Activities (In consultation with your mentor, choose tasks from this list to complete before the weekly meeting as a basis for discussion)

- Keep a time management diary: what are your weak spots?
- Reflect on how you use your time during the week.
- List the differences in time demands between an ST and qualified teacher.

As part of your reflection you might discuss...

- How do you prioritise?
- What systems can you use to organise your workload?
- What system can you use to increase efficiency?
- How can the team/department work together to manage time efficiently?
- What is the best way to organise your time (day/week/term)
- What is multi-tasking? (How do you do several tasks at the same time)?
- How long should you spend on marking/planning?
- What do you do when it all gets too much?
- Are there things that you do not need to do?
- How do you create a work/life balance?

Meeting Notes

Date:

Continue on a separate sheet if necessary

What target(s) would you like to work towards?