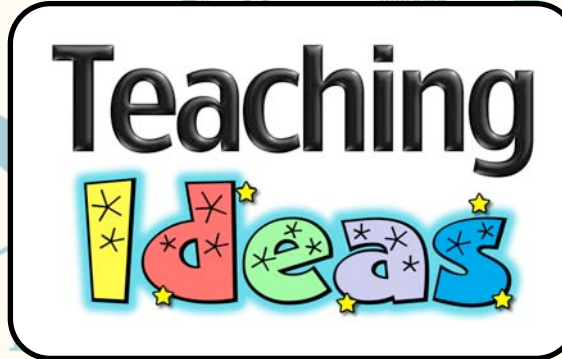
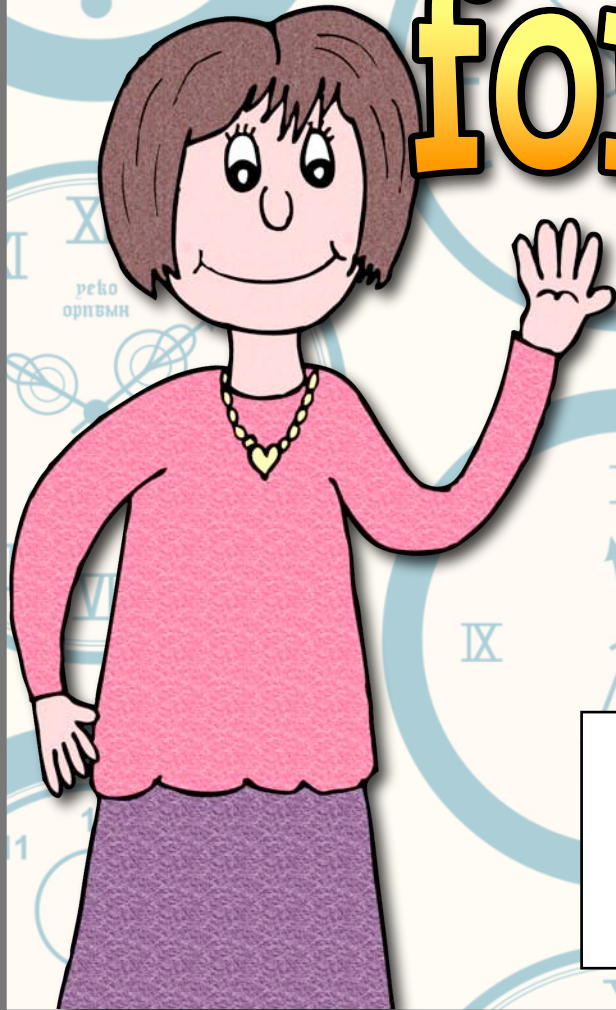
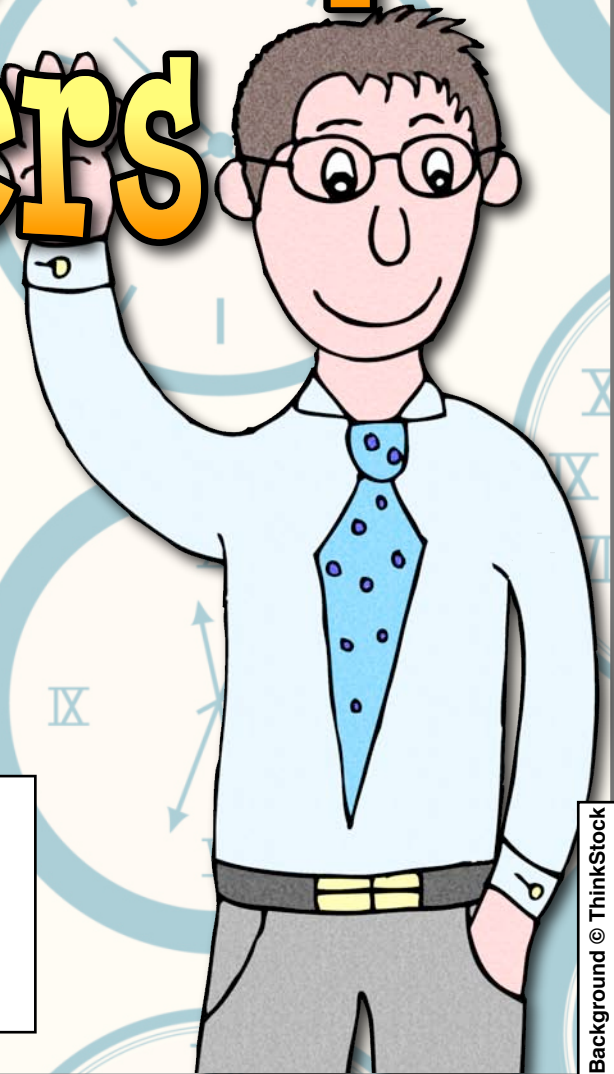


Time-Saving Tips for Teachers



Contributed by our
wonderful Facebook community
www.facebook.com/TeachingIdeas



On 13th July 2015, we asked [our wonderful Facebook community](#) to share their best time-saving tips for teachers. There was such an amazing response, with hundreds of comments, that we decided to compile the tips into this free downloadable PDF.

Thank you to everyone who took the time to post their suggestions on our page!

Please note that:

- We have organised the tips into different sections to make them easier to explore. However, there may be conflicting ideas within each section due to the different approaches (and opinions) of people in different countries and educational settings.
- Some tips were repeated by a number of people when they were posted on our Facebook page. In these cases, we have used each tip once in this PDF.
- We could not include every comment that was posted on our Facebook page, so we apologise if your tip isn't in this guide.
- If you contributed one of the tips in this PDF and you would prefer not to be included, you can get in touch by email (to mark@teachingideas.com) and we will remove your name and comment as quickly as we can.

We hope that these tips help you to save some time, whether you're a new or an experienced teacher!

Mark and Helen Warner



Behaviour Management

I speak to certain students about behaviour that I don't want to see before the class. I find the pre-emptive reminder makes for a smoother class, and reinforcing it with praise at the end when they've done the right thing sets us up for future success.

Linda Joyce

Behaviour management can take up a huge amount of teaching time. My best advice is if you have a particular student who is regularly causing disruption, catch them doing the right thing and praise them in front of the class. Positive reinforcement can go a long way in improving relationships, application and behaviour.

Matt Fownes

Start with a good discipline plan! That's the best time saving tip. Once you have your students following your rules, everything goes smoothly. I had ice cream or Popsicles every Friday for those that had no marks in their behaviour folder. Great investment!

Grace Salinas

Raising your voice and shouting stops children paying attention. Talk quietly and they will be quiet too. They will listen as they think they might miss something interesting. So you save time by not having to keep repeating yourself.

Joan Hardman

Never ever shout or lose your temper. Smile! You can attract more bees with honey than with vinegar.

Gerhard Coetzer

Classroom Management

If you're doing something that your students could be doing for you....LET THEM DO IT!

Brittney Newsom

Choose a student to be admin for one week to check the class and help the students to do their home work.

Muna M Ali

Teach routines and use them.

Tashia Spradley

I have Monday through Friday baskets that I put any paper into, i.e. for each subject including answer keys. If there's an assembly or something during a scheduled class, I simply shift to the next bin. Great for subs too, if they know what they're doing.

Jane Linehan Aini

At the beginning of the year, make 2-3 extra sets of all the folders/notebooks/manuals you give to students. Keep them in sets for new students. When/if you get that new student, you have a set of everything ready to go.

Kim Walker Lassiter

I assign a number to the children. They know to put their number on the top right hand corner. Then I have a student quickly put the homework in order and I can easily tell who didn't turn it in without calling them out on it.

Jane Linehan Aini

I give all of my kids numbers (in alphabetical order). They line up in order and that is the mailbox number etc. When I am putting their mail in the mailboxes I can do it by number. Also on a field trip I can do roll call by calling numbers not names (sometimes I forget names but never number order).

Melissa Cahill Yonych

Delegate! All kids are capable of being responsible at least for their own area and probably MUCH more!

Cheryl Hoey Wilson

I use hand signals in my room, middle three fingers to make a W is for washroom, pinky finger with the rest in a fist is "I have a question", closed fist with the thumb sticking up is answer and hand forming a C is comment. Cuts down on unnecessary interruptions.

Tracy Verstraeten

Make the students do as much as possible, like self-grading small assignments, tidying up the room, organizing anything, etc.

Angelica Rosen

At the beginning of the year, give the students their role number. When you collect work to be assessed or put into work sample folders, use their numbers to order - it will match your records book and saves a huge amount of time over the year.

Maggie Tolman

Allowing students from higher grades to come in the classroom a few days out of the week to help grade papers, set up activities for the upcoming days. I remember being in 5th grade and because I was caught up with my work the teacher would allow us to go help other classrooms.

Lynette Bradford

Let the kids do all the jobs they can do for you! It'll make them more responsible and you happier.

Moisés Llorente Santos

Classroom Organisation

When clean up time comes around, I set a 5 minute timer that moos like a cow. The goal is to beat the cow! They are done cleaning in like 2 minutes. Then we dance until the cow moos!

Jamie-Lynn Marie Cormier-Trask

Spend less time putting bells and whistles on displays. Learning environment is crucial but sometimes the time put into primary displays gets a bit much.

Claire Lotriet

Come up with a organization system. Have your kids learn it too so that they can help you. I teach 5-6 classes per day, so I have a folder for each class and folders within the folder for table groups.

Deborah Smoak Bobo

Clean out your mailbox every day. Two papers left in it will mate and you'll end up with a packed mailbox.

Andi Goettinger

Prep day packs for the Y3 class. They are A4 plastic folders which contain all of the worksheets and handouts the class will need for the particular day's lessons. It saves on time lost handing out sheets as they are needed, since a pack is laid out for each child when they come into class first thing.

Paul Hurst and Charles Faulkner

Set your September bulletin boards and calendar in June and cover with newspaper. Return in the fall and take the paper down...done! Now you can move onto other things that are time consuming when you don't have a lot of time to do them because of PD and other meetings.

Elisabeth Johnson

Stick drawing pins on the board at an angle. This saves time when you change things around.

Michael Barber

Take a few minutes to clean up your desk area before you leave each afternoon. It's nice to have an organized desk in the morning to start your day!

Really Learn English

I use small sticky notes with students' names on a template of my desk arrangement for my seating chart. Each quarter, I come up with a new seating chart by simply switching the names around! It's also easy to add a student or remove a student from the seating chart. I keep all my seating charts in a page protector and on a key ring for easy flipping!

Amber Marie

Put all files you will need each month in a file folder box so you never have to think about what you're teaching next since it's always right there in the 9 different boxes labeled by month. Walmart has them for under \$10.

Kim Everest

When paperwork is is thrown at you and you are too busy to deal with it at that moment, make a manila folder and label immediately!

Chris Oare

Get your teaching desk organised and have all your paper copies placed according to their use. That saves loads of time the moment you want to find something quickly.

Viktoria Leonenko

Homework

Print homework for the entire year in the beginning of the year. This small step makes such a huge difference!

Angela Prokopios

I borrowed this from Staci Lynn Valentine-Stewart. Type the names of the students in a column and make several copies. As you collect homework, check off the names of the students you receive it from and write the title of the assignment on it. That way, when a student says they turned in homework, you will have proof.

Levora Johnson

Use google forms for homework! You can make multiple choice as well as open-ended response questions. Each form populates into a spreadsheet. I can grade, sort responses and answer choice. Pair with a QR code or tinyurl to make it easy for kids to find link. Tip 2: share a folder with class on Google drive and share an individual folder with each student. Cuts down on emailing files and you can open up doc and leave comments there.

Adrienne Favors

Do not assign homework other than READ 15 minutes or BE READ TO 20 minutes... it saves heartache, headache and research shows it is best NOT to assign homework... for families and students :)

Lori Favata

Check homework in class.

Michelle Tai

Planning

Don't set work that's going to be a nightmare to mark!

Luke Busfield

I plan, plan, plan! By having as much ready to go as possible I don't waste time searching or fumbling for things I don't have.

Lauri Haney

OVER planning. I have odds and end worksheets, games, educational videos (etc), ready to go. I work with students with disabilities and sometimes you just need to change the work and come back and try again later.

Susan Cundiff

Make a long range plan that works for you before the school year starts, not just one someone else posted or gave to you.

Kim Everest

Plan ahead. Save your unit activities from last year and recycle and add some new. It saves a lot of time.

Henny Dieters

Plan your work--Work your plan! Sounds simple, but it works!

Rebecca Hallman Lovette

Don't spend more time planning a lesson than it will take the students to complete.

Eri Morrissey

Set up your calendar with all holidays and school events for the year. Then plan out general content for each grading period so you know where you need to be. This makes it easier to set goals.

Charlotte Heasty

Have Mon-Friday folders and put all the papers you need in there for the week on Friday. Use your planning time to actually PLAN! Divvy up the copying and RISOing to your team by subjects. Elicit as much help from parents as possible and create a volunteer schedule and basket. Teach and enforce routines the entire year with a reward system... Even to the last day of school.

Kim Baljet

I recycle my lesson materials... and always keep a copy of my files (original and updated one).

Blue Julz

Make your emergency sub plans way before school begins, so when you need a sub, they will be ready in a safe place in your room. You will be so happy when you wake up in the morning and feel sick. You do not have to rush to school in the wee hours of the morning to set up for the sub.

Sandy Lee Diaz

Always have a back-up plan. Be ready to change plans depending on how the class is feeling.

Molly McCracken

Prepare material one week ahead of time, planning, planning. Write down a list before doing shopping and reuse materials.

Claudia Devon

Pace yourself! You can't do everything at once! Take a breath and prioritize.

Ellen Walker Hoffman

Marking and Assessment

Use a 'Verbal feedback given' stamper to stamp your guided group work and your TA's group too, if you're lucky enough to have one. It's the best possible marking but not easy to see when looking back in their books.

Sarah Chapman

When handing in papers, I have students "alphabetize!" Makes entering grades in the gradebook so much easier. Also helps identify no name papers.

Jenny Wyttenbach

Grade bell work as students complete it and don't feel like you have to give a grade for every assignment. I let the students pick three assignments to turn in on Friday (two if we've graded one together in class during the week). Which reminds me, grade as many assignments as you can with your students during class. Huge time saver!

Ashley Mayfield

In high schools we have the pupils peer mark their work so they swap jotters with their class mate. You go through the answers verbally and the marking for that day is done!

Stephanie Davidson

You could ask why do you even need to stamp it? Who's that for? Schools would save time if we didn't feel the need to jump through Ofsted hoops.

Claire Lotriet

Kids put a marker tag in the page of the book which needs marking. This saves lots of time finding the work.

Nicola Sparkes

Mark during lessons!

Beckie Betty Bee

Go round and mark essays/work as the pupils are doing it. Will help reduce marking load that you have to do at the end of the day and at home.

Claire Marie

After the students are finished with independent work, they get to go to their learning center (which they love). They leave their work on their desk and I go around checking work. If it's incorrect I call them back from their center to help them correct it.

Gina Gladden

Correct items in class. Kids learn by going through each question and you get 30 helpers to have you correct.

Steph Kilby

I do the stack and have them write their name at the top of the page so I don't have to flip to the front of the book.

Tracy Verstraeten

I ask my pupils to put their work in ability group piles, open on the page they've just completed. They also mark each other's tests and peer mark certain work with guidance.

Charlie Stone

With proper classroom management you can grade while students are taking a test or writing an essay. We have to give 3 timed practice essays in 10th grade to "prepare" for the fsa writes. I do my grading then. I grade each class set while the next class is writing.

Nicole Ashley

Marking and Assessment

While my students are working on something that won't be graded, but I must check...I walk around checking what they have done until all papers or notebooks are done. Then I don't need to carry those around to check later. It is a great way to know if they understood the lesson.

Lore VMol

While students are doing their work, you can walk around and mark as they go. This way, you also pick up on the students who are struggling and can offer support.

Nancy Rezk

Get them to stack their exercise books open at the page they've been working on and then fold a table's worth closed together. You can see at a glance which books still need marking, they're in handy to grab sets and it saves time finding the pages.

Lisa Taylor

Take a photo of the children holding their whiteboards as evidence.

Faye Neale

A question with seven sections may be a mess if you have to grade it over 1 point. Better 4 or 5 sections - make your life easier! Finally, think that more than the half of our explanations are not necessary, let them to investigate and they'll probably get the solution alone!

Moisés Llorente Santos

Have students write their name of EVERY page so you don't have to flip to the front to tell whose book it is.

Alyce Atkins

For EYFS or other classes, if they have an activity book, get them to cut out and stick their own photos/evidence in their learning journey or activity book. You could sit with them and comment on them at the same time.

Lorna Marie

When marking 30 scripts, mark all the same questions / same page. By the first couple of questions, you will automatically learn the mark scheme and the rest will just flow very quickly.

Um Rubez

Fill the report card template with comments as you teach so that it is ready to go when report card writing time comes along!

Anica Grenzberg

Get kids to mark their own work (and swap with a friend). This works great in maths and they love it.

Elleni Vakos

I find that "post-it" notes are really easy to use as a marking tool. Just mark the work as the children are doing it and get them to stick it on. Photocopy anything you send home.

Kirsty Anne Guest

Use a date stamp for children's work if they can't write the date independently. This saved me hours of date writing when marking.

Rachael Brett-Summers

Marking and Assessment

Grade whatever you can in class with the kids, then enter in your grade book right away. The few minutes this takes will save you hours in the long run.

Lynn Ramos

I use [Plickers](#) to grade informal assessments or as an exit ticket. I assign students as secretary or attendance taker if I'm ever absent.

Michael Damian

At the beginning of each year I give my students a number. When they hand in the test they have to have the number in the top left corner. This saves time getting them to alphabetize their papers. When they stand in a line for anything, they line up by number so that when I walk past they tell me their number and I can know right away who is missing. It saves loads of time and the kids understand it. I learnt this trick while teaching 40 grade 1s in Taiwan.

Lexi van den Berg

Have students turn in work alphabetically. Makes putting them in the grade book quicker!

Elizabeth Marie

When checking workbooks, I make a general revision with the whole group, trying to have them check or correct mistakes. Then, I take the workbooks with a more detailed revision, especially with the parts they include their own viewpoints.

Maricela Cazun

When doing a "pretest" for any subject, put three questions on the board for the students to answer (varying degrees of difficulty) and get them to write the answers on a post-it note with their names on it and stick it on the wall. Then instead of marking a huge pretest, you can see straight away how much some students know about a particular topic.

Alice Simpson

Get the pupils to write "verbal feedback given" on command.

Luke Busfield

Only collect it if you're gonna grade it. Not everything needs a grade!

Macon Tucker

I have a "completed work" box and a "to complete" box where students put their work when we are done with a worksheet/test etc. If they aren't done, they can grab it out later to complete. Makes it easier for me, because I know what I have to mark. I don't have any half finished worksheets and don't have to chase kids up to finish them later.

Alice Simpson

Grade papers during lunch break.

Kim Johnson Maschek

Resources

Make Smart Notebook files in the morning so that you have a set amount of time. If I do them after school, I spend too long making them fancier than necessary. Something my head told me in my NQT year and it really does work :)

Sarah Ann

I also use [Google forms](#) for quizzes and use [Flubaroo](#) to autograde.

Allyssa Soto

Laminate good resources so you can use them again and again - especially card sorts!

Liz Webb

WHITE BOARDS! You can see their independent work in a flash and not have piles of papers to grade.

Lena Jorie Ortiz

Don't reinvent the wheel. If it's already done, don't spend a ton of time redoing it to make it prettier. I've wasted sooo many hours doing this.

Katie Hensel

I have found it helpful to keep a weekly binder. I place all papers pertaining to each week into a sleeve protector. Year after year, I can add to it or take away, but it's nice to have a round about idea of what each week looks like.

Nikki Hudgeons-Helms

Have a bag that only holds half a set of exercise books - if it doesn't fit in the bag, it doesn't go home today!

Trish Lewis

Invest in stickers and stampers for marking.

Kathryn Mc Laughlin

Make class sets of tests. Reuse them year after year. Kids write their answers on binder paper.

Steph Kilby

Before every lesson put the list of materials that they will be needing on the board. I normally just type it up on PowerPoint and project it and give the kids about 2-3 minutes to set all their supplies on top of their desks. That saved SO much time and you won't have them telling you that they can't "find" their highlighter or a sticky note in the middle of your lesson. Pretty simple tactic but very effective.

Tony Del Bosque

Share your resources! No need to reinvent the wheel!

Jane Morgan

Resources

Just type Learning Centers on Pinterest! There are so many great centers. You will have a hard time picking the ones you like the best.

Gina Gladden

You can use plastic plates as white boards!

Ashley Marksberry

On my drive on my work laptop, I've set up different folders for my resources.....health & safety, healthy living, rights & responsibilities, job searching, English, personal skills, etc. That way, when you need one of your resources or worksheets, you know instantly where to find it.

Tina K Carter

Use Claire Gadsby's bingo dabbed marking system! It needs to strongly link to your planning. You basically have coloured bingo dabbers for your success criteria e.g. Red is capital letters, blue is fronted adverbials etc. If a student has missed out one of the success criteria, dab the colour which corresponds. The first five/ten mins of the next lesson is spent responding to that feedback and the children write their own targets in depending on the bingo dabber. Saves you writing 'can you go back and include a....?' 30 times!

Natalie Jackson

I make a ziplock bag with new student items! Like nametags, magnets etc.

Chris Oare

When cutting out a piece or craft item, do it stacked 5 or more at a time!

Val Roy

Prepare all your materials before your class starts. Make sure that all of them are organized.

Mark Jeson Joves

Type things up and save them on a hard drive for future use. Swap online resource folders with other teachers at the end of the year.

Sinead Courell Ryan

I do a lot of group work on paper then mark it before I photocopy a copy for each child's book. This saves time on marking each paper separately and means their ideas are gathered as evidence for future reference.

Charlotte Denman

Resources

LOVE LOVE LOVE Tpt. It has saved me so much time, trouble and money, especially when I click "free" on the left. Love it.

Kim Everest

Store your teaching and learning materials safely after use, so that you can use them when you need them again.

Baduru Nisa

Our best resource is Facebook. The easiest way to get ideas for your class is by being able to network with other teachers and Facebook is ideal for that.

Paul Hurst and Charles Faulkner

Download Dropbox on your school computer and your home computer instead of using flash drives. It's a very safe online storage place for all your documents and if you right click in your dropbox you can actually create folders, one for each subject.

Kim Everest

You can buy shower board at Lowes or Home Depot and have them cut it into individual white boards. I get mine 11x12. It makes over 22 boards. That way each child has one for their desk. I cut black felt for each child to use as the eraser. Super duper cheap to buy!

Stefanie Warmoth

I really wish I had known about YouTube when I was teaching. Would have made teaching New Songs so much easier.

Sara Williams Crume

Be prepared with copies, books, materials for activities planned. Have a back-up activity ready in case the first one doesn't work.

Grace Salinas

Youtube is such a blessing. I learn so much on there and then share with my students. We have fun. The more you share that you don't know everything and are learning everyday, the more your students will learn.

Marlene Autio-Horne

Using your time

Go into work early before school starts. You will get so much done and not be tempted to spend your time visiting with coworkers. Then when the school day is over, you can chat for a bit and head home.

Kristen Collins

Prep the day before so you're ready the next day.

Melissa Lopez

I've gotten into the habit of staying after school to completely set up for the next day. I have a long commute to school and it's nice to know that when I get there in the morning, I don't have anything to set up before the children arrive. I have my planning time free so I can actually plan and complete any paperwork. I hate to do those kinds of things after a long school day!

Jenn Galvin

This year I'm picking a Stay Day. Just plan to stay late to grade and record, plan, copy... any of the million things we do. One day only a week. Tired of dragging it home every Friday.

Linda Johns Strawn

I come to school early to be sure everything is ready. I have one stay late day a week to grade papers. Also, having good classroom management saves you tons of time. It is worth the time to teach transitions.

Sylvia Little

I plan ahead and write down what I'm going to do in my prep period. Then I'm not tempted to waste it by visiting.

Carol Brassard

Every day I use a post it note or index card to write down 3-5 things I need to accomplish that day. If I don't get an item done I transfer it to the next day. This keeps me focused on the immediate tasks I need to accomplish. I keep a running list of all tasks..which I use to create the daily tasks.

Noelle Friend

Make calendar reminders to help with managing all the expected dates and deadlines.

Sonya Fernandez

Do all of your photocopying for the week all at once at a time when the photocopier is likely to be vacant. For example you could do all your photocopying for the next week on a Friday after school. Most teachers will have gone home by then. Avoid break times, lunch times and mornings (especially Monday!!). This way you get all your photocopying done in one go and you're not waiting around for the photocopier to be free!

Amy Wheeler

Before you leave at the end of the day, write a very specific and realistic to do list for the next day.

Fiona Johnson-Rocks

Do as much work as you can at school. Go early as there are less distractions.

Sarah Kerr

Using your time

Stay late at least one day to put in grades. It makes things easier. I rarely ever make my own flip charts due to the many resources find online.

Dametra Lester

Give yourself a time limit for repetitive tasks. If you don't, they will consume you and you will not have a life. It is amazing how much you can get done in 15 minutes when you think that is all the time allotted to the task.

Laura Grover

Never handle a paper twice. Do with it what is supposed to be done immediately!

Janet Ward Swope

I get to work 15-20 minutes early. I check emails, sharpen pencils, and make sure all worksheets and center materials are in place. It makes me feel ready for the day. I go check my box 5 minutes before the bell rings. I say 'Hi' to my fellow coworkers and walk back to the kinder area with my grade level team. Getting to work a few minutes early does make a huge difference.

Claudia Contreras-Harrington

Make three "to-do" lists. The first one is for things that have to get done today or tomorrow, the second for things that need done by Friday, and a third for things you can work on if you get the time. Shift things from one list to another as needed. For me, just getting it on paper lessens my stress, and knowing I only have to immediately do the things on list one makes me feel like I can manage my time better.

Amy L. Bellairs

Make "to do lists" every night before going to sleep and use weekends for effective planning.

Rudaina Ali

Use every minute of planning / prep time while at school. It's tempting to want to talk with coworkers but I try to correct, copy, plan during those precious 40 minutes daily.

Peggy Secon McNeff

Heading into work early helps but something else that helps if morning doesn't suit you is staying back and organising everything then. Also, organising all the worksheets for the week and putting it into a file makes life easier especially if you don't have many photocopiers at school (or they keep breaking down).

Nancy Rezk

Close your door during your planning period and work. It's amazing how much you will get done without any distractions!

Love Learning

I try to get to work by 6:45 even though we don't have student contact time until 8:20. That gives me a lot of quiet time to plan, reflect on the day before, get everything ready for the day ahead, etc. I'm useless in the afternoon after teaching all day so this works for me.

Elizabeth Byrnes Egesdahl

Using your time

Make a list of what you need for the next day - i.e. photocopy x number of worksheets for x lesson, find paint brushes and palettes, edit flipchart, etc - and leave it on your desk. Come in early... I usually get in for 7-7:30 - and get all of it out of the way before school starts.

Another tip: get your children to do the classroom tidying! This teaches them to a) respect their learning environment, b) develop a sense of pride, as kids love to help their teachers and c) saves you from having to do so!

Give yourself only half an hour lunch break to eat and have a quick break - then mark for the remaining half an hour! This is really helpful for me, as I hate seeing piles of books after school - makes me lose the will to live! After school, quick 15 min catch up and tea with colleagues and then any left over marking. Don't forget to make that list of things you need to do in the morning and leave it on your desk! Then go home and have that well-deserved nap.

Sabrina Chowdhury

Do computer work at home and physical work at work.

Kim Everest

Although it sucks to work in the summer, it pays greatly to go in for about a week just for lesson planning and copies before the school year starts.

Kim Everest

Use the breaks to plan, mark, catch up, so you don't take so much work home. It's great to get home and relax. We deserve it and we need it!

Stephanie Gordiola

Always have breakfast before going to school.

Om Widi Top

Have breakfast at school! We have lovely ladies who do breakfast club and they will make you toast. I also have breakfast food in my cupboard.

Nicola Sparkes

At the end of day before you leave to go home, plan and organise the resources and materials that you will use the next day. Or if you can manage it, every Friday get your resources and planning ready for the following week. I always ensure I have all my resources including worksheets printed and placed on my desk all ready for the following week. That way I can enjoy and relax on my weekend because everything is done!

Gozde Ates

Allow time for your family and friends and most importantly. .. yourself.

Majed Majed

Get it, grade it and be done with it. Same thing with email, read it and respond and move on.

Amanda Wykoff Hurelbrink

Working with others

The best thing about developing common assignments and assessments is sharing the workload with teacher friends. We can each take turns making copies for all of us. That way, two of us get a break from the vexing copy machine for a while until our turn rotates around.

Dana Kristi Gravley Jackson

Count on your team to split the work. We call it "Standing on Each Other's Shoulders". We know if one teacher plans Math for the next 3-4 days, another will supply the homework. If you have one day when you just feel unprepared- your team mate will probably have something for you. I couldn't work without a great team.

Kathy Larocque

Ask for help. Ask someone who has done whatever you are trying to do before.

Kathryn Bregel

Sharing the programming load with your grade partner is the best too!

Nancy Rezk

Ask parents for help.

Hawley Anderson

Get yourself a fantastic TA (teaching assistant) and buy her lots of chocolate!

Josephine Barron

Never let your admin think you have time to help with ANYTHING. The minute you look organized, you'll find yourself on a new committee.

Leslie Simmons

Co workers are your best friend..... Without my co workers I wouldn't be still standing. Those moments of chat are more important than anything else. Ideas shared, traumas averted, or simply asking how are you.

Grainne Ryan

I love my coworkers too! Always head to the staff room at recess and lunch to connect!

Anica Grenzberg

If you have a child who is struggling, be honest and engage with the parent. Very often the parent can tell you what's worrying or upsetting the child in 5 minutes, when the teacher could be half the term trying to 'sort out' this child.

Deirdre Flanagan Murphy

Working with others

Collaborate! Your colleagues are your best friend. Share triumphs and disasters, both professional and personal. Together anything is possible.

Grainne Ryan

Be kind to your TA !!

Nicola Craydon

Plan together, across year groups for instance, so you don't have multiple teachers all planning the same subjects. Share the load.

Claire Lotriet

Think about having one teacher take responsibility for a subject across a year group/phase. See [this blog post](#).

Claire Lotriet

Bribe your IT guy with good coffee, He can do miracles for you.

Brian Luffman

Never agree to anything straight away, taking on managers' tasks only makes them look good and they will never give you credit for your work or ideas. They are paid to manage... you are not!

Audrey Leppington

I don't send home paper notes anymore (class newsletters etc). I use a class blog and sent a QR code home for parents to stick on the fridge. They scan and it is linked directly to the blog with information they need at their fingertips! An app on my phone enabled me to post text and photos! Sooooo much time saved!

Bec Bentley

Do not go to the staffroom to get a coffee during your DOTT time! By the time you stop and chat to everyone you walk past, DOTT time is finished and you've done nothing!

Celeste de Rozario

Don't say yes to Admin when you mean no. Be clear and concise about your work flow management with them. Teachers have a bad habit of emotionally blackmailing themselves and each other into a 'but it's a love job so you should be spending x number of additional hours'. Do your job well, with passion and commitment but also with a healthy sense of balance, otherwise your student will be cheated of the best teacher you can be.

Jillian Priestley

Some final thoughts...

Frequently, ask yourself 'why' you're doing the things you're doing. If the answer isn't because it's best for the children or because it will have X impact, then don't do it.

Claire Lotriet

Become more research informed. Focus on stuff that actually makes a difference. Let go of the rest.

Claire Lotriet

Sleep in your cupboard to maximise time!

Jo Wiltshire

Get off Facebook.

Geoff Ashton

Save all of the thoughtful notes and cards students give you in a shoebox. When you have a difficult teaching day, rummage through the shoebox filled with love to remind you there's more good than negative in the world and that you have truly made a difference. It may not be a "time saver" but it will help you during stressful times.

Patricia Blum

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