



*"Preventing teachers' burnout in primary schools"*  
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# How primary school teachers can effectively manage their work time in a teaching job?



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Managing work time effectively is crucial for primary school teachers to balance teaching responsibilities, administrative tasks, and personal well-being.



# Aim of the training

- ✓ **To equip primary school teachers with practical time-management strategies** specifically tailored to the demands of a teaching role.
- ✓ **To reduce stress and prevent burnout** by providing techniques that enable teachers to manage their workload within working hours.
- ✓ **To enhance productivity and focus in the classroom**, allowing teachers to dedicate more energy to student engagement and instructional quality.
- ✓ **To introduce digital tools and organizational methods** that makes day-to-day responsibilities more manageable and effective.





# Target group of the training

**Primary school  
teachers**

**new or less  
experienced  
teachers**

**teachers  
experiencing  
workload stress**



# Short description of the training

The training equips primary school teachers with essential strategies to manage their work time more effectively. Participants will learn techniques to prioritize tasks, reduce stress, and establish a structured, productive work environment that supports both their professional responsibilities and personal well-being.

The training covers tips for effective time management, practical tools for planning and organization, and personalized strategies for creating a balanced and manageable workload. By the end, teachers will have a concrete time management plan and the skills to enhance productivity and job satisfaction



# Program of the training





# Knowledge participants of the training will gain

- Understanding time management principles (*insight into the importance of time management specifically in a teaching context*)
- Core time management strategies
- Planning and implementing a time management plan (*ability to create a personalized time management plan tailored to their own teaching responsibilities, schedules, and personal goals*)
- Digital tools and resources for planning and organization
- Tips for effective time management



# Skills which participants of the training will gain

- Time auditing and self-assessment (time audit: analyze how time is currently being used and identify areas where improvements can be made)
- Task prioritization
- Efficient planning and scheduling
- Using digital tools for organization
- Setting and maintaining boundaries
- Developing a personal time management plan
- Adapting and problem-Solving (ability to troubleshoot time management challenges and develop solutions on the spot, fostering a more flexible and resilient approach to time management)





# Training methods

METHODS	PURPOSE
Interactive discussion	Introduce concepts and engage teachers in the topic
Brainstorming	how time is currently being used
Task-Based Learning	Hands-on practice in creating work time management plan.
Group Activities	Discuss their personal challenges and brainstorm solutions.



# Tips for the person conducting training

- ✓ **Create a Relaxed Environment:** Use humor and empathy to create a comfortable space for open discussion.
- ✓ **Encourage Interaction:** Ask teachers to share specific examples of their time-management challenges.
- ✓ **Share Relatable Examples:** Discuss common scenarios in teaching that can lead to time mismanagement, such as grading overload or back-to-back classes.
- ✓ **Keep Practical Focus:** Emphasize that the training is about realistic, applicable solutions rather than abstract theory.
- ✓ **Be Flexible and Adaptive:** Adapt to the needs of participants, and if needed, spend more time on sections that generate high interest or require more explanation.
- ✓ Acknowledge that **time management is an ongoing learning process.** Encourage teachers to start small steps with one or two strategies and gradually build more.



# *Strategies to manage time, reduce stress, create a more balanced and productive work environment*

## **1 Prioritize and Plan**

### **Weekly Planning**

Start each week with a clear plan of what needs to be taught, including lessons, activities, and assessments. Prioritize tasks based on deadlines and importance.

### **Daily To-Do Lists**

Break down the weekly plan into daily tasks. Focus on the most critical tasks and check them off as you complete them.

### **Time Blocks**

Allocate specific blocks of time for different tasks, such as lesson planning, grading, and administrative work. Stick to these blocks to avoid spending too much time on one task.



## 2 Efficient Lesson Planning

### Reuse and Adapt

Don't reinvent the wheel for every lesson. Reuse and adapt lesson plans from previous years or borrow ideas from colleagues.

### Digital Tools

Use lesson planning software or apps that can help you organize and store lesson plans, making retrieving and modifying them easier.

### Collaborative Planning

Work with colleagues to share lesson planning duties, which can reduce the workload.





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# Streamline Grading and Feedback

## Automated Tools

Utilize technology tools like quizzes and online assignments that can automatically grade student work, saving time.

## Rubrics

Develop clear rubrics that allow you to grade quickly and consistently. Rubrics also help students understand expectations, reducing the need for extensive feedback.

## Peer and Self-Assessment

Encourage students to assess their own or each other's work. This fosters responsibility and can reduce your grading load.



## 4

# Classroom Management

## Routines and Procedures

Establish clear classroom routines and procedures that minimize disruptions and maximize instructional time. The smoother the class runs, the less time you spend on behavior management.

## Student Helpers

Assign classroom responsibilities to students (e.g., distributing papers, cleaning up) to save time and foster a sense of ownership.





## 5

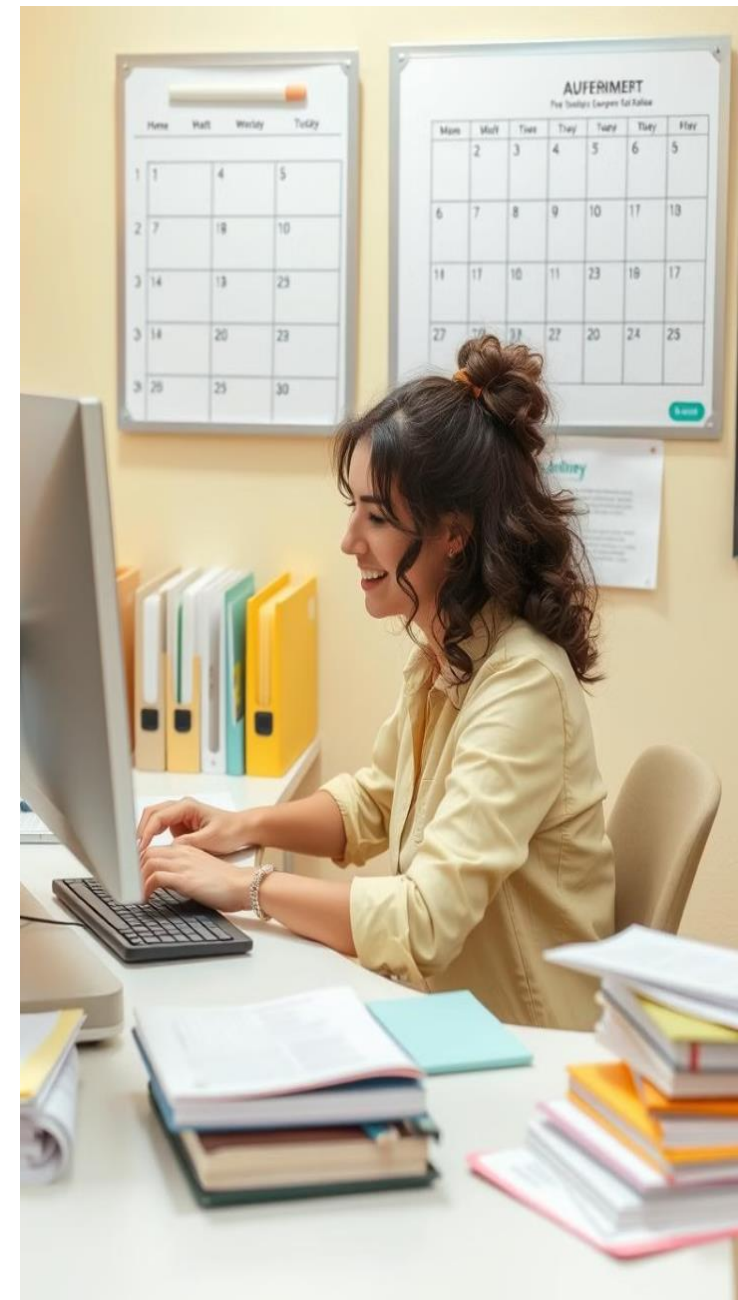
# Administrative Tasks

## Batch Processing

Group similar administrative tasks together (e.g., replying to emails, filling out forms) and tackle them in one go rather than spreading them throughout the day.

## Delegation

Where possible, delegate tasks to support staff, such as preparing materials or organizing classroom supplies.





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# Self-Care and Work-Life Balance

## Set Boundaries

Set clear boundaries for when work ends and personal time begins. Avoid taking work home whenever possible, and don't feel guilty about disconnecting after hours.

## Regular Breaks

Take short, regular breaks throughout the day to recharge. Even a few minutes away from your desk can improve focus and productivity.

## Reflect and Adjust

Regularly assess your workload and time management strategies. Adjust them as necessary to maintain a healthy work-life balance.

## Weekend Rest

Reserve at least one full day on the weekend for personal activities, relaxation, and hobbies. Avoid bringing work home to ensure a proper mental break.

## Regular Exercise and Hobbies

Engage in physical activities like walking, yoga, or sports to manage stress and stay healthy. Pursue hobbies that bring joy and satisfaction, helping you recharge for the week ahead.





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# Self-Care and Work-Life Balance

## Communication Tools

Use communication platforms like email, apps, or websites to quickly communicate with parents and students, reducing time spent on meetings or phone calls.

## Resource Management

Utilize cloud storage (like Google Drive) to organize and access teaching materials from anywhere, reducing time spent searching for resources.



# Work Time Management Plan for Primary School Teachers

1

**Weekly Overview**

2

**Daily Routine**

3

**Weekly Tasks**

4

**Monthly/Quarterly Tasks**



# 1. Weekly Overview

**Objective:** Gain a clear, organized perspective on the week ahead, ensuring that teaching and administrative tasks are well-planned and manageable.

## **Action Steps:**

Sunday Evening or Monday Morning (30-45 minutes):

- ✓ **Curriculum Review:** Review the curriculum goals and objectives for the week. Ensure alignment with long-term plans and standards.
- ✓ **Task Identification:** List out all necessary tasks for the week, including lesson planning, grading, meetings, and communication with parents. Mark them as high, medium, or low priority based on urgency and importance.
- ✓ **Time Allocation:** Assign specific time slots for each task throughout the week. For instance, dedicate specific afternoons to grading or lesson planning. Leave some flexibility for unexpected tasks.



## 2. Daily Routine

### Morning (Before School)

**Objective:** Start the day prepared and focused, minimizing stress and maximizing readiness for teaching.

#### **Action Steps:**

- ✓ **Lesson Review:** Go over the day's lesson plans to ensure you're clear on what needs to be taught and the materials needed. Make any last-minute adjustments.
- ✓ **Classroom Setup:** Prepare the classroom by arranging materials, writing objectives and schedules on the board, and organizing any technology or resources you'll need.
- ✓ **Quick Email Check** (10 minutes max): Look for any urgent messages from parents, colleagues, or administration that might affect your day. Respond only if absolutely necessary, and mark others for later.



## 2. Daily Routine

### During School Hours

**Objective:** Maximize instructional time while managing the classroom efficiently, reducing the need for after-hours work.

### **Action Steps:**

#### **Instruction Time (8:10 AM - 13:10 PM):**

- ✓ Follow the Lesson Plan: Stick to the planned schedule as closely as possible. Maintain a steady pace to cover all material while allowing time for student engagement and questions.
- ✓ Minimize Disruptions: Use established routines for transitions between activities (e.g., moving from reading time to math) to reduce downtime. Reinforce expectations for behavior and time management regularly.
- ✓ Utilize Student Helpers: Delegate small tasks to students (e.g., handing out papers, cleaning up) to save time and build student responsibility.



## 2. Daily Routine

### During School Hours

#### **Breaks and Prep Periods:**

- ✓ Take Short Breaks (5-10 minutes): Use breaks to relax and recharge—take deep breaths, stretch, or step outside briefly. This helps maintain energy and focus throughout the day.
- ✓ Use Prep Periods Efficiently: During prep time, tackle quick tasks like copying materials or setting up for the next lesson. Avoid getting sidetracked by non-essential tasks.



## 2. Daily Routine

### Afternoon (After School)

**Objective:** Complete necessary grading, planning, and communication tasks efficiently, ensuring the evening is free from work-related stress.

#### **Action Steps:**

3:00 PM - 4:00 PM:

#### **Monday/Wednesday:**

**Grading:** Use rubrics or marking schemes to quickly and consistently grade assignments. Enter grades into the system immediately to avoid accumulation (if there is such a system). Set aside specific days for this task to maintain consistency.

#### **Tuesday/Thursday:**

**Lesson Planning:** Plan upcoming lessons, focusing on alignment with curriculum goals and the needs of your students. Collaborate with colleagues when possible, sharing resources and ideas to reduce workload.

#### **Friday:**

**Week Wrap-Up:** Complete any remaining grading or planning tasks. Organize your classroom and materials to be ready for the next week. This will help you start the next week with a clean slate.



## 2. Daily Routine

Afternoon (After School)

### **Action Steps:**

4:00 PM - 4:30 PM:

**Communication:** Respond to non-urgent emails or parent communications. This is also a good time to reach out to parents with updates on student progress or upcoming events. Keep these communications brief and to the point.

**Prepare for Tomorrow:** Set up any materials or resources needed for the next day's lessons. Tidy up your workspace to end the day on a productive note.





### 3. Weekly Tasks

Spread out tasks evenly throughout the week to avoid overload on any single day, ensuring that all critical tasks are completed on time.

#### Monday:

Objective: Start the week strong with focused planning and communication.

- ✓ Finalizing Lesson Plans: Use this time to make sure the week's lessons are fully planned and ready to go. Adjust for any changes that may have occurred since the initial planning.
- ✓ Communication: Respond to any emails or messages that came in over the weekend, especially those that might impact your teaching or planning. Review any meetings or events scheduled for the week and prepare accordingly.



### 3. Weekly Tasks

Spread out tasks evenly throughout the week to avoid overload on any single day, ensuring that all critical tasks are completed on time.

#### Tuesday:

Objective: Stay on top of grading and feedback.

- ✓ Grading and Feedback: Focus on grading assignments from the previous day or week. Use this time to provide feedback to students, ensuring it is constructive and timely. Aim to finish grading early in the week to avoid accumulation.



### 3. Weekly Tasks

Spread out tasks evenly throughout the week to avoid overload on any single day, ensuring that all critical tasks are completed on time.

#### Wednesday:

Objective: Mid-week check-in and adjustment.

- ✓ Mid-Week Check-In: Review the week's progress and adjust your plans if needed. This is an opportunity to make any necessary changes based on how the week is unfolding, ensuring you stay on track with curriculum goals.
- ✓ Pre-Planning: Begin thinking about the following week's lessons, identifying key areas that need attention. This spreads out the planning workload and prevents it from piling up at the end of the week.



### 3. Weekly Tasks

Spread out tasks evenly throughout the week to avoid overload on any single day, ensuring that all critical tasks are completed on time.

#### Thursday:

Objective: Focus on professional development and collaboration.

- ✓ Professional Development and Collaboration: Dedicate time to your professional growth. This might include reading educational articles, attending webinars, or working on certifications. If your school has team planning time, use it to collaborate on upcoming lessons or projects.



### 3. Weekly Tasks

Spread out tasks evenly throughout the week to avoid overload on any single day, ensuring that all critical tasks are completed on time.

#### Friday:

Objective: Wrap up the week and prepare for the next.

- ✓ Wrap-Up and Reflection: Complete any unfinished tasks, including grading, lesson planning, and organizing the classroom. Reflect on the successes and challenges of the week, noting any changes you want to make for the following week.



## 4. Monthly/Quarterly Tasks

**Objective:** Stay aligned with long-term goals, ensuring your teaching and professional development are on track.

### **Action Steps:**

- ✓ Long-Term Planning: Review and update your curriculum maps, ensuring that you're meeting all necessary standards and goals. Adjust plans based on student progress and upcoming events.
- ✓ Team and Staff Meetings: Attend meetings with a focus on collaboration and alignment. These are opportunities to share strategies, discuss student progress, and plan for upcoming units or projects.
- ✓ Professional Reflection: Regularly assess your progress toward professional goals. This might include completing a course, attending a workshop, or experimenting with new teaching strategies in your classroom.



# Tips for Success

1

## **Flexibility**

Be prepared to adapt the plan as needed. Some weeks may require more flexibility, especially if unexpected tasks or challenges arise. The key is to stay organized and prioritize effectively.

2

## **Progress Over Perfection**

Focus on making steady progress rather than aiming for perfection in every task. It's okay if things don't always go as planned—adjust and move forward.

3

## **Seek Support**

Don't hesitate to ask for help from colleagues, support staff, or administrators. Sharing tasks and responsibilities can lighten your load and improve collaboration.





# Tips for Effective Time Management

**Leverage Technology:** Use digital tools to streamline grading, communication with parents, and lesson planning (e.g., Google Classroom, ClassDojo).

**Batch Similar Tasks:** Group similar tasks like grading or lesson planning together to save time and maintain focus.

**Plan Ahead:** Plan lessons in advance for at least a week or more to prevent daily stress and last-minute preparations.

**Use a Timer:** Set a timer to stay focused during blocks of work, especially for tasks like grading or lesson prep.

**Delegate When Possible:** Enlist classroom aides or student helpers for small tasks, and delegate non-essential duties when possible.

**Utilize Downtime Effectively:** Take advantage of moments between classes or during non-instructional periods to do quick tasks like replying to emails or organizing materials.





# Suggested Tools for Time Management

**Trello/Asana:** Project management tools that help with tracking to-do lists, lesson plans, and deadlines.

**Google Calendar:** Ideal for time-blocking and setting reminders for key tasks.

**Timer Apps** (e.g., Pomodoro Timer): Helps stay on track with time-limited tasks.

**Evernote/OneNote:** For note-taking, saving ideas, and lesson plan ideas.

