

Top 10 resources to help teachers manage their time

Whether you have a problem with procrastination or want a better work-life balance, our handy resources will help you be more efficient

Do you wish you could stop the clocks? Take a look at our useful time management resources for teachers. Photograph: Johnny Green/PA/PA

Using time efficiently is an essential skill for any teacher, but with a largely self-determined schedule outside of classroom hours it can be easy to feel overworked.

These resources will help you keep on top of daily tasks, maintain your work-life balance and avoid being asked to leave your classroom by the caretaker every evening.

A teacher's guide to procrastination

Procrastination can affect even the most efficient teacher, and it's about much more than just being too lazy to get something done. Part of a Time Management for Teachers series, this resource explains the three different types of procrastination and the appropriate responses to each. It will help you identify the real reason that you are avoiding a task – perhaps it's because you are yearning for perfection, or because you fear failure or confrontation – and set workable deadlines to get it done.

The great escape – how to leave school at the end of the day

Over-running meetings, impromptu corridor encounters and an endless stream of emails mean leaving school on time is often easier said than done. This Time Management for Teachers resource will help you work out what (or who) is regularly delaying you, and develop strategies for getting yourself out of the door at a reasonable time. Handy tips include reserving the end of your day for routine tasks, letting colleagues know your usual cut-off point and scheduling and reviewing your journey home like you would a meeting.

A teacher's guide to sleep

This Time Management for Teachers resource offers tired teachers six tips for sending themselves to sleep. Making a to-do list for the next day, switching off from technology and finding someone to vent your worries to could all help you get the rest you need.

Coping strategies and efficient time management

Ex-deputy head Rob Plevin may have been the most organised teacher on the planet. Here, he shares his tried-and-tested filing system which will help keep your head clear of nagging tasks by getting them all down on paper and sorting them into useful categories. Follow it, and you need never forget an important appointment again. He also explains how to create a pupil behaviour

record file to help manage this aspect of the job efficiently, and offers advice on when and how to say no to requests from colleagues. Other nuggets include tackling routine requests immediately wherever possible, and throwing out all those pieces of paper you'll never get around to reading.

Stress wastes time – try this relaxation exercise

This relaxation exercise from [MindSpace](#) will reduce tension in the body and mind, and can be used by stressed-out students as well as teachers.

Five minutes to a calmer classroom

This resource is designed to help teachers explore their students' knowledge about meditation and complete a simple breathing exercise. There are also links to video tutorials and student testimonials.

Mike Gershon's plenary producer – one of the best time savers we've come across

A comprehensive guide to plenaries, with 130 ideas all in one place. From mind maps to hot seating and everything in between, this is an invaluable time saver when it comes to lesson planning. Use it once and you'll wonder how you ever managed without it.

The starter generator – save time in your planning

Mike Gershon comes to the rescue again, this time with a selection of starters for you to choose from. All come with pictures to aid recall and most are generic so can be used across subjects.

How to manage your time in work and personal life

Making time for both work and play is a well-trodden topic, but this advice from [Time Management for Teachers](#) delves into the specific challenges faced by teachers such as successfully managing non-directed time and not letting your emotional attachment to your school and pupils force you to work long hours. This resource will help teachers who feel that they sometimes neglect their loved ones in favour of work start to redress the balance.

Weekly planner – everything you need for the week (primary)

A bright, colourful weekly planner template from [Twinkl](#) which has space for all the essentials but is concise enough to make you prioritise your most important tasks. Now all you have to do is tick off everything on the to-do list.

Taken from the Guardian Teacher network.