

GETTING ORGANISED



Life Skills for Teachers Videos

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Getting organised requires understanding how you work as an individual. Instead of worrying about things outside your control, it's important to focus on what's *inside* your control in order to manage your time, class and workload effectively.

1) Organising your TIME

- ▶ **Planning:** think about how you manage your diary and what you schedule in where. Even emails should be scheduled as we can spend far too much time checking them.
- ▶ **Intention:** think about what you intend to do before you begin your day, and reflect on how things went at the end.
- ▶ **Productivity:** routinely break large projects into smaller tasks and try to schedule them into your day when you're most productive.

2) Organising your CLASS

- ▶ **Create class routines:** this means modelling any repeatable moment of a session or day, i.e. how to enter the classroom and begin a class, how to ask a question, how to turn in work – get these cemented early on the way you want them to save time and help students (and you) stay focused on what is important.
- ▶ **Build positive relationships:** have unconditional positive regard – what does that mean? It means accepting all the students who are in your training room or classroom. Being present and in the moment, otherwise known as mindfulness. Listen and engage. Hold your students' attention.
- ▶ **Observe more, micromanage less:** talk less and be seen less. Focus instead on delivering clear-cut, efficient and high-impact lessons and checking for understanding. Then expect focused, independent practice.
- ▶ **Take responsibility:** say *"It's up to me right now and at this session to get the most learning out of this group and to deliver my very best"*.

3) Organising your WORKLOAD

Managing workload is very much about where you choose to focus your **locus of control**.

- ▶ Don't overplan or try to generate too many resources yourself. Build up a bank of shared resources and use everything available to you; collaborate more and keep planning light.
- ▶ Don't over commit. Know your limits and know how to say "no".
- ▶ Make your lessons enjoyable and fun!



Watch the accompanying [Life Skills for Teachers video](#) on the Macmillan Education ELT YouTube channel

