

TOP 10 TIPS

Time Saving for Teachers

1. **Create templates:** If there are materials you create regularly, make templates for them, store on your computer and edit when you need them.
2. **A place for everything:** Make sure your desk, cabinets and closets are organised at all times. Regularly throw out unused materials and divide papers into categories: To Do, To File, To Read, To Hold.
3. **What's the plan Stan?** Use a daily planner, keeping all your 'to do' lists in there. Keep it on your desk or to hand at all times.
4. **Create templates:** If there are materials you create regularly, make templates for them, store on your computer and edit when you need them.
5. **Dish out tasks:** Students like being given responsibility, so assign them tasks that will take some of the burden off you.
6. **Partner up your students:** Even if the class have all been grouped together at the same level, doesn't mean everyone has the same grasp of language. You may find yourself spending time explaining things to certain students in more depth. Save time by grouping weaker students with stronger ones, and let them guide their peers in activities.

7. **Grade yourself!** You don't always have to be the one doing the marking. Allow students to self-grade or peer grade where appropriate. Even better, use digital learning environments that will grade students as they complete exercises. See our [Digital Catalogue](#) for examples.

8. **Learn to say no.** You don't have to answer every question or stay back for every activity. Your time is an asset so value it by thinking hard about how you should be using it.

9. **Make a check-list for trips:** If you're going to be taking your students out of the classroom or abroad to improve their English, make a list of all the things you need to do *before, during* and *after* a day out, from health and safety, to food provisions and extra activities (should the museum be closed!).

10. **Don't reinvent the wheel.** There are so many lesson plans and extra activities available online. Log-on, download the guides and use them to supplement your own teaching plan. Check out [Onestopenglish](#) for more information about teacher's resources.