

# Connect & Reflect

Try this exercise once your school year is underway.



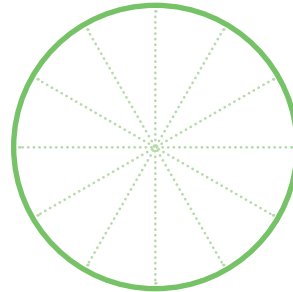
## MANAGING YOUR WORKLOAD

### 1 List the key tasks that make up your current workload.

Include all responsibilities and activities that don't involve students, such as lesson planning, administrative tasks, grading, contacting parents, extracurricular activities, assigned supervision time, meetings, and volunteer activities. Estimate how much time you spend on each task each day (you may need to take the average time for certain tasks across the week).

### 2 Get a clear picture of your time by creating a pie chart.

Use your task list and time estimates to represent your current situation, like the one on page 49. You may want to focus on a subset of your responsibilities that feels overly time-consuming, such as school-related responsibilities beyond instruction.



### 3 Brainstorm ways to reduce your workload by 10–20%.

CONSIDER: Are you spending most of your time on the most important tasks? Can you eliminate, delegate, or collaborate on any tasks?

**TIP:** Use mentor meetings to your advantage: “You can ask for help with ways to save time on tasks like grading,” advises Hannah Kittle.

### 4 Pick one or two tasks to target.

Identify one or two time-saving strategies for each task.

To reduce my workload, I am going to...

### 5 Reevaluate your workload in two weeks.

Have you managed to decrease the time you spent on certain tasks? Can you eliminate or delegate any additional tasks? It may be helpful to determine your top priority for the next week and concentrate your effort (and time) toward tasks that help you achieve that goal, while giving minimal time and effort to any other necessary tasks.

Revisit  
this exercise  
whenever  
you feel  
overwhelmed.

If you're stuck and don't see a way forward, ask a more experienced teacher for input. Record your progress by making a second, reorganized priority list or a new pie chart.

