

# 4 Solutions for a 40 Hour Work Week for a Balanced Teacher Life

Time Sucking Problem	Time Saving Solution	What can you do to maximize your time?
<p><b>GRADING</b></p>	<p><b>Reframe Grading</b></p> <ul style="list-style-type: none"> <li>• Don't grade everything</li> <li>• Have students help with grading others</li> <li>• Have students grade their own work</li> <li>• Grade like assignments all at once from all your classes</li> <li>• Use rubrics</li> <li>• Don't feel like it needs to be graded immediately</li> <li>• Grade for completion</li> </ul>	
<p><b>EXTRA TASKS BEYOND TEACHING</b></p> <p>(lesson planning, grading, copying, paperwork, meetings, parent phone calls, email)</p>	<p><b>Create Efficient Routines</b></p> <ul style="list-style-type: none"> <li>• Track time to see how you're spending time and then see where you have pockets of time in your day to maximize.</li> <li>• Stack like tasks to do on certain days or at certain times (copying, lesson plan writing, grading)</li> <li>• Create a general routine for planning time.</li> <li>• Avoid multitasking and only focus on one thing at a time.</li> <li>• Get rid of distractions like social media and technology.</li> </ul>	
<p><b>NEVER ENDING TO DO LISTS</b></p>	<p><b>Prioritize Priorities</b></p> <ul style="list-style-type: none"> <li>• Reframe a to do list as something that is always a work in progress. It's never meant to be finished, just rewritten.</li> <li>• Create a system to differentiate between tasks that need immediate attention and those that can wait.</li> <li>• Write yourself a note and leave it on your desk listing the top 3 things you need to accomplish the next day BEFORE leaving for work. Then you will be ready to go when you arrive the following day.</li> <li>• Set an alarm for leaving time and stick to it.</li> <li>• If you hesitate leaving, ask yourself, what's the worst that could happen? If it's not too bad, leave a note and head home.</li> </ul>	

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<p><b>DIFFICULTY SAYING NO</b></p> <p>(to additional responsibilities and tasks beyond what is feasible for your schedule)</p>	<p><b>Say no to say yes!</b></p> <ul style="list-style-type: none"> <li>• Practice saying "Let me get back to you." If you aren't sure you can take on an additional responsibility.</li> <li>• Reframe the no to mean you're saying yes to other things in your life (like your overall health and well-being!).</li> <li>• Realize that when you say no you are allowing others to rise up to the task or challenge who may want to take on something new.</li> </ul>	