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Identify deadlines. Limit the stress associated with deadlines by carefully planning your time and tasks. Write deadlines in your planner, two or three days in advance so you don't leave tasks to the last minute.

2

Be organised. Easier said than done, but organise yourself in advance of the day or week. If possible, stay at work a little bit later or come in slightly earlier to enable time to prepare. Print resources in advance and arrange them for easy access. Get any PowerPoints opened at the start of the day. Check whether homework needs collecting.

3

Set time frames. There are many potential applications for this, from setting how long you'll spend on creating a resource to how long you'll spend working outside of school hours. Be strict; don't say just five more minutes: when the time is up, the time is up! Stop and move on.

4

Question things. Often, we are asked to do things that have little relevance or impact on our learners. Question whether tasks you've been asked to do will benefit either your learners or learners within your school directly or indirectly; if not, question it. Ask the purpose, the expected impact and consider less time-consuming alternatives.

5

Move from marking to feedback. Encourage the use of a variety of feedback methods; whether as an individual teacher, subject leader or head of school, change needs promoting. Reducing the number of individual written comments means more time for planning and supporting progress, which is surely a better use of our time.

6

Collaborate and share. Get together with other teachers from within or outside your school and collaborate on the production of resources, saving you all valuable time whilst also developing community. Tap into shared resources online; try using Teachit or Twitter. Why reinvent the wheel?

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Reduce the frequency of data drops. One for middle and senior leaders! Data drops involve submitting data for reporting and monitoring purposes and require sufficient assessment and testing. Half termly is too frequent for many students to show sufficient progress and massively increases stress for teachers to get through the assigned work, complete the assessment and mark them in preparation for data submission.

8

Learn to say no to others. As hard as it may be, sometimes we just have to say no! As much as we may want to, we can't do everything and shouldn't be expected to.

9

Learn to say no to yourself. Sometimes saying no to yourself is even harder than saying it to others. Ever done the 'It's gone 9pm, but I've only got five books left to mark; I'll just get these done before I go to bed,' routine? Sometimes we just have to say no to ourselves and stop. What's the worst that could happen?

10

Autonomy. If you're senior or middle leadership, give your staff autonomy to make decisions for themselves - for instance, how they apply a school marking and feedback policy or how they use their display space. Let them have a say in decisions that will affect them as well, such as the directed time calendar.

11

Take a mental health break. Sometimes our mental health can reach a low due to stress or other reasons. Like you might if you have the flu, take time to recuperate, to help your mind to relax and reinvigorate itself. Meditation (apps like [Headspace](#) or [Calm](#)) can help regain focus, or catch up with work that has caused you stress. Either way, look after your mental health like you would your physical health.

12

Safe space. Sometimes teachers just need to talk. Provide a safe space for staff to get together and talk about the stresses of the job in an impartial and private space.

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Wellbeing buddies. Sometimes just knowing someone has your back if you need them can improve your frame of mind. Wellbeing buddies are paired up and look out for each other; strategies can include regular chats and conversations, gift-giving or gestures of care for one another.

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Get outside. There's nothing like a bit of fresh air, even in the cold winter months. Dress suitably and get yourself outside, whether it be during the school day at break or lunch, after school or at the weekend. This will not only improve your mental wellbeing, it has many physical benefits too!

15

Talk. If something is bothering you, don't keep it all in. Talk to someone, whether it be a colleague, friend or someone impartial such as the Education Support Partnership (educationsupportpartnership.org.uk/). Speak about the issue, otherwise it will manifest itself and impact on your health and wellbeing.

16

Listen to music. No matter your tastes, there are multiple studies on how listening to music helps with managing emotions, stress and wellbeing. Take time to listen to the music you enjoy.

17

Share lunch. It's good to talk, share and take a break. Once a week, fortnight, month or term, arrange to share lunch with colleagues. Each person brings a dish to share. Find a space in the school and enjoy sharing and chatting over food.

18

Keep a happy store. Keep a store of items that make you smile; messages from former students, gifts, postcards, drawings etc.. When you're not feeling your best, rummage through the store of items and remind yourself of the successes you've enjoyed in the past and the times that have made you smile.

19

Relaxation zone. Teaching can become stressful and, at times, we just need a bit of space. Provide space in the school for teachers to step away from everything if they need to and take time to relax. Provide books, music and somewhere comfortable for when staff just need time to zone out from the world.

20

Join the #teacher5adaybuddybox scheme. There are numerous studies on how giving is good for wellbeing, but how would you also like to receive? The Teacher5aday Buddy Box scheme matches individuals up, so you get your own wellbeing buddy to exchange a box or two of goodies with throughout the year. Not only do you get to do good, you'll create a friend in the process. Find out more at www.teacher5adaybuddybox.com.