

Technology – Helping to organise yourself

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es | Weekend

sity work

ls list: Water,
ricity, Gas, Broadband,

List of house stuff (s/p)
(kettle)

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17-Jul-2016: 07:00

Shopping List

- Broccoli
- Butter
- Bread
- Bananas

Checklis
Shoppin

Feed th

Things

Checklist for vacation

- Pack Sun lotion
- Passport

holiday

TRANSP
Uber: 60 e
Private hi
Train: 12 e

Ideas with Becca ❤️

- Walk Moutedgcombe
- Day @ Mount egus iffy
- Walk on Sharp Tor
- Day @ St Germans
- Cornwall Day Trip

ACTIVITIE
DAY ONE:
- Colosseu
- Forum - i
- LUNCH =
- Trevi Fou
- DINNER =
dinner. [Sp
- FILM NIC

Tips for organising your:

Personal Life

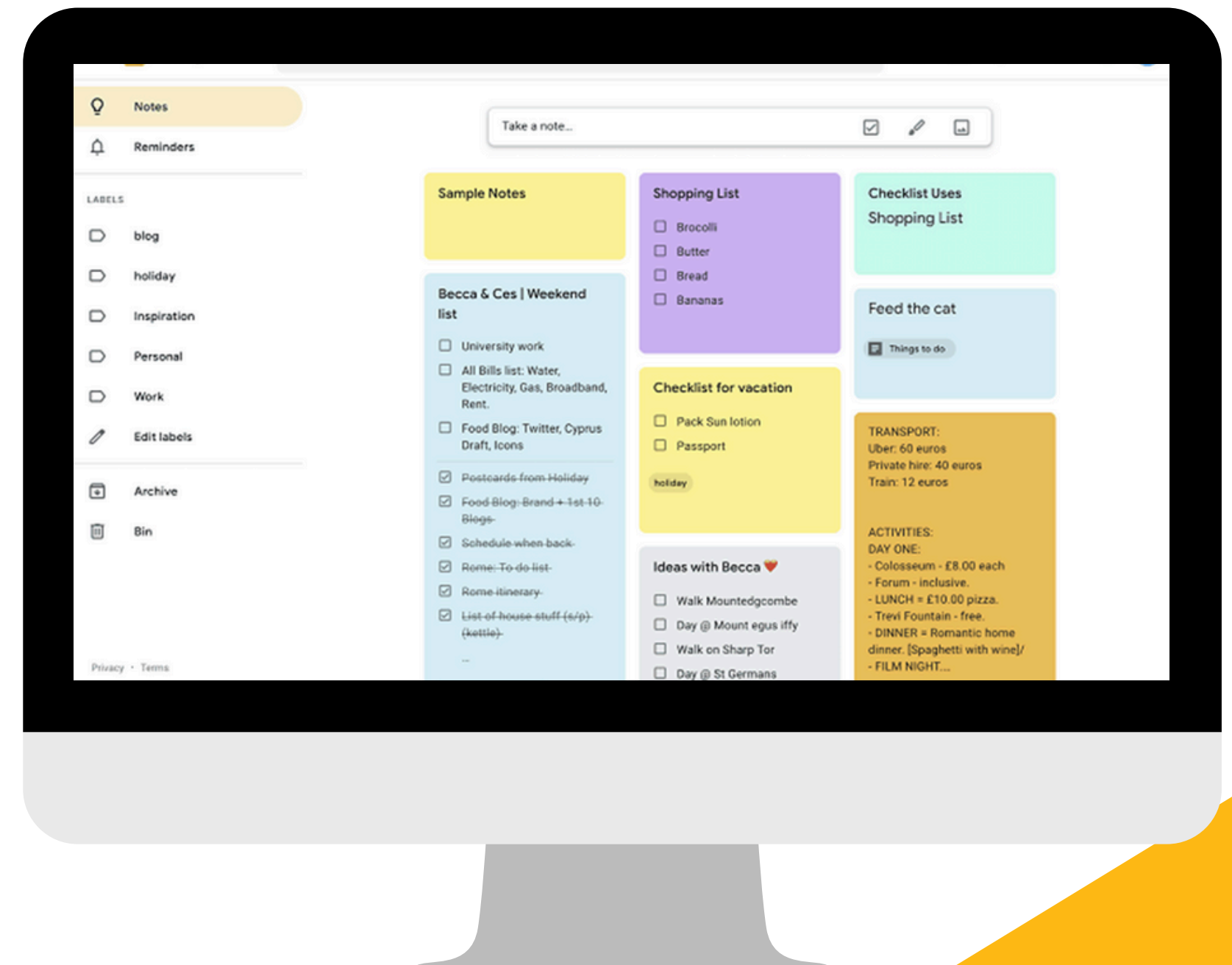


Work Life



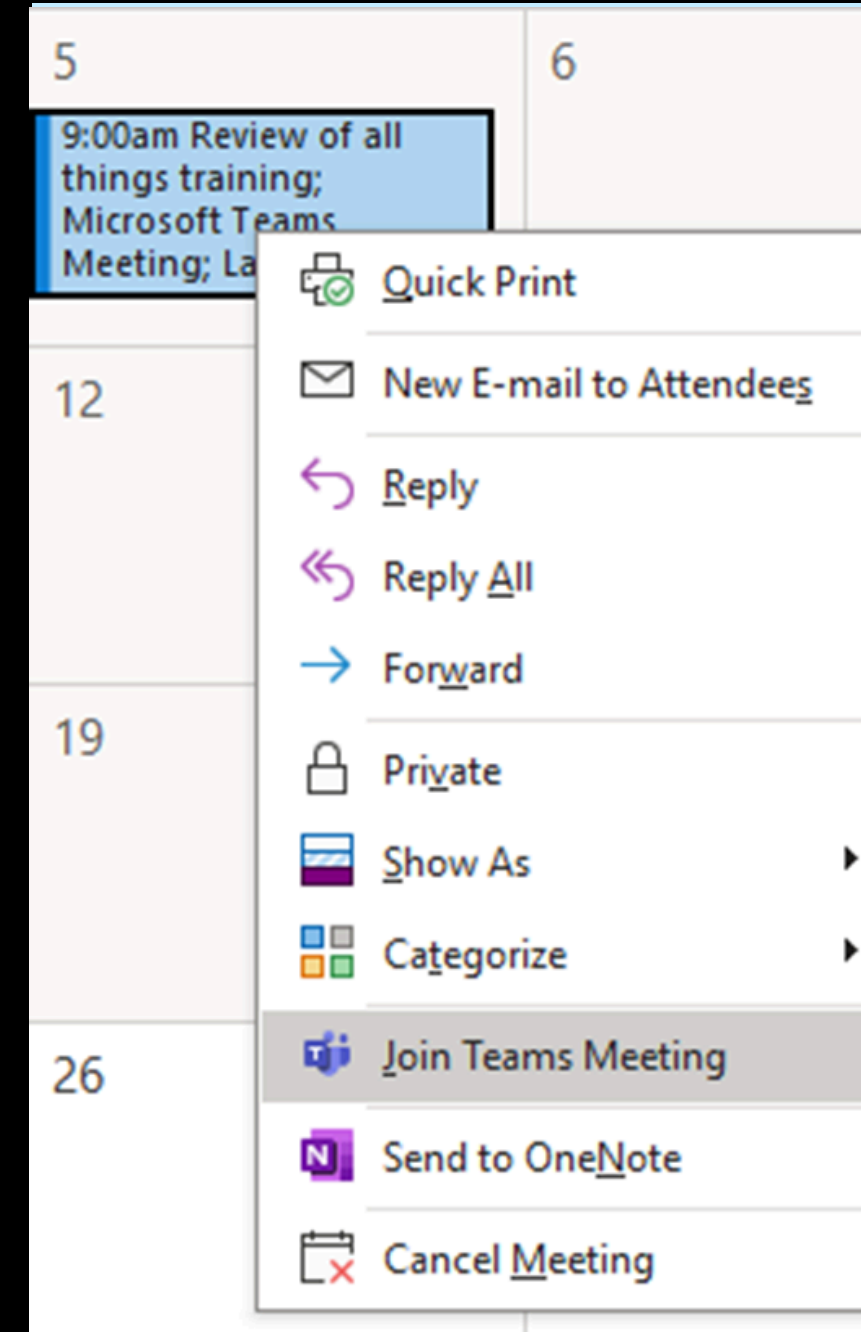
Categorise your to-do lists to separate personal tasks from professional ones.

- Whether you're using the built-in "reminders" app on your phone or one from the app store.
- Almost all digital to-do list apps allow the user to create multiple, color-coded lists for different categories of tasks.
- For instance, a teacher who is also a parent may have lists for their classroom, personal or household tasks, things to do for their kids, a grocery list, and more.
- Some apps even allow for collaborative to-do lists, which can be helpful for working on projects with colleagues or planning school events.



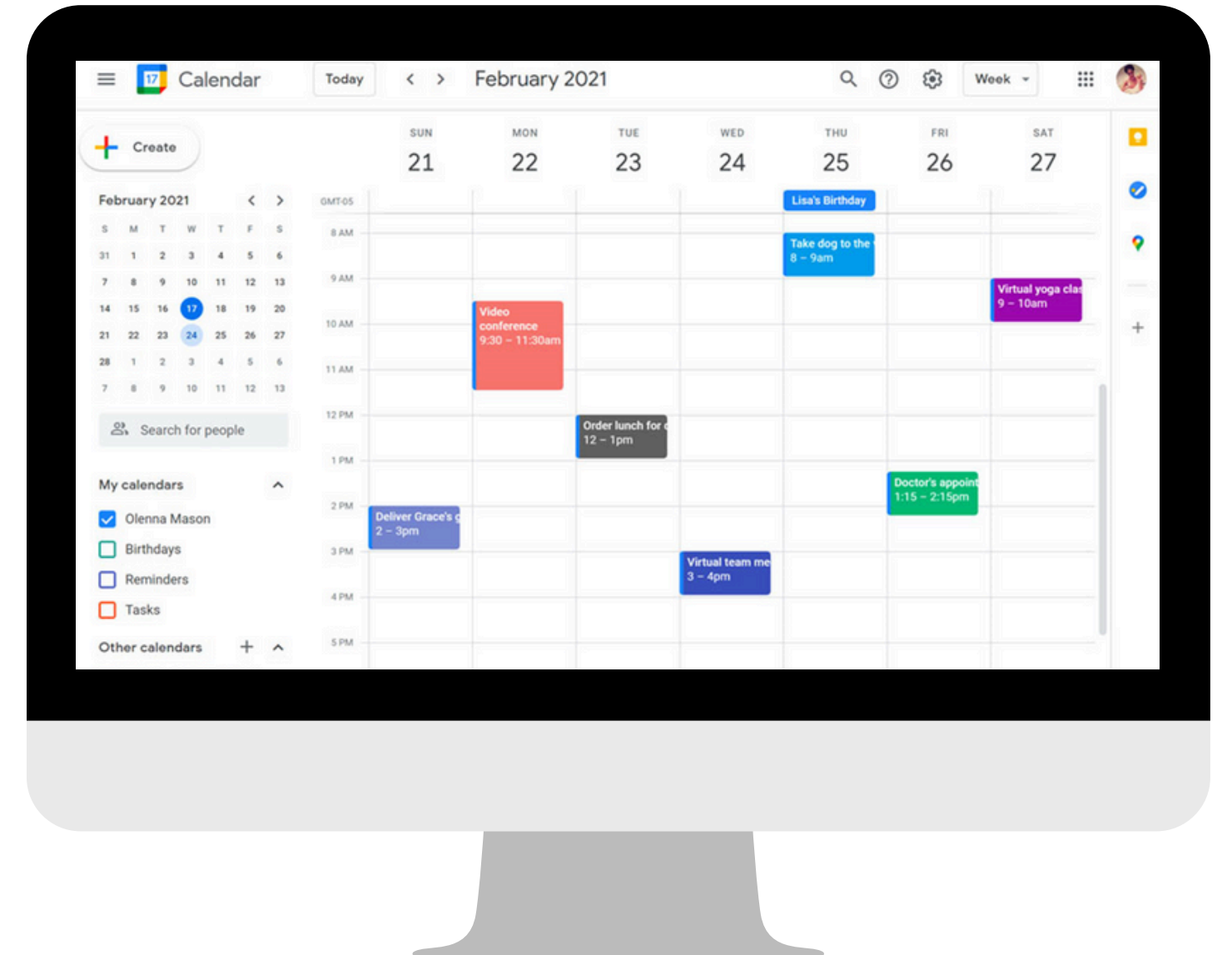
Book meetings using the same calendars

Programs like **Teams** allows you to book meetings, they work with your emails, sent you a reminder prior and allow you to join the meeting from the notification or calendar event.



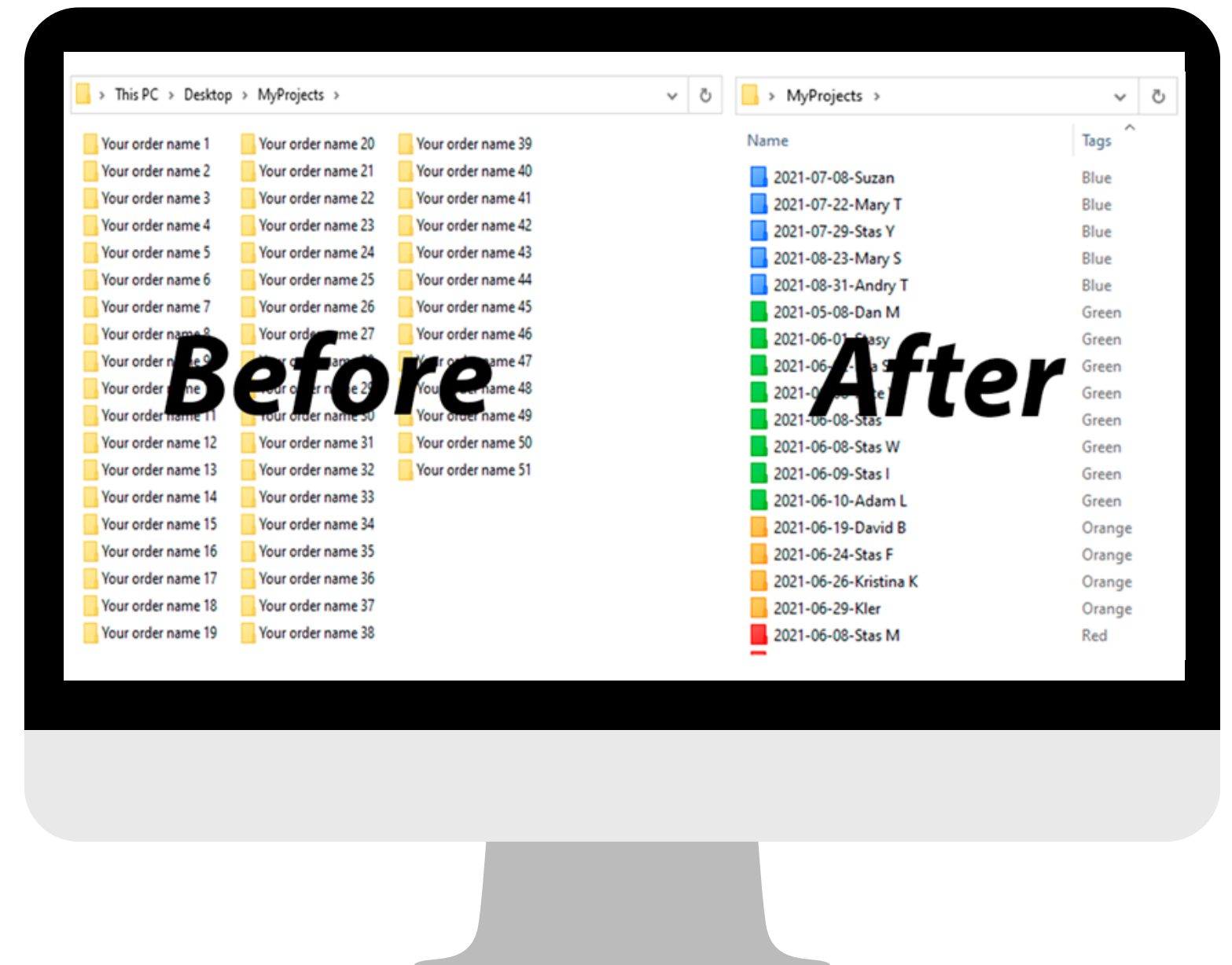
Plan your schedule on a cloud-based calendar.

- Even if you prefer an old-school handwritten calendar to keep track of your lessons and upcoming events and appointments, it can also be beneficial to record these things on a **digital calendar** as well.
- Using a **cloud-based calendar** such as the one on Apple devices or your Google calendar available through any Google account allows you to always access your schedule if you have access to a personal device.
- This way, when you inevitably forget your handwritten calendar on a Friday afternoon, you'll still be able to prepare for any upcoming dates or events happening during the weekend!



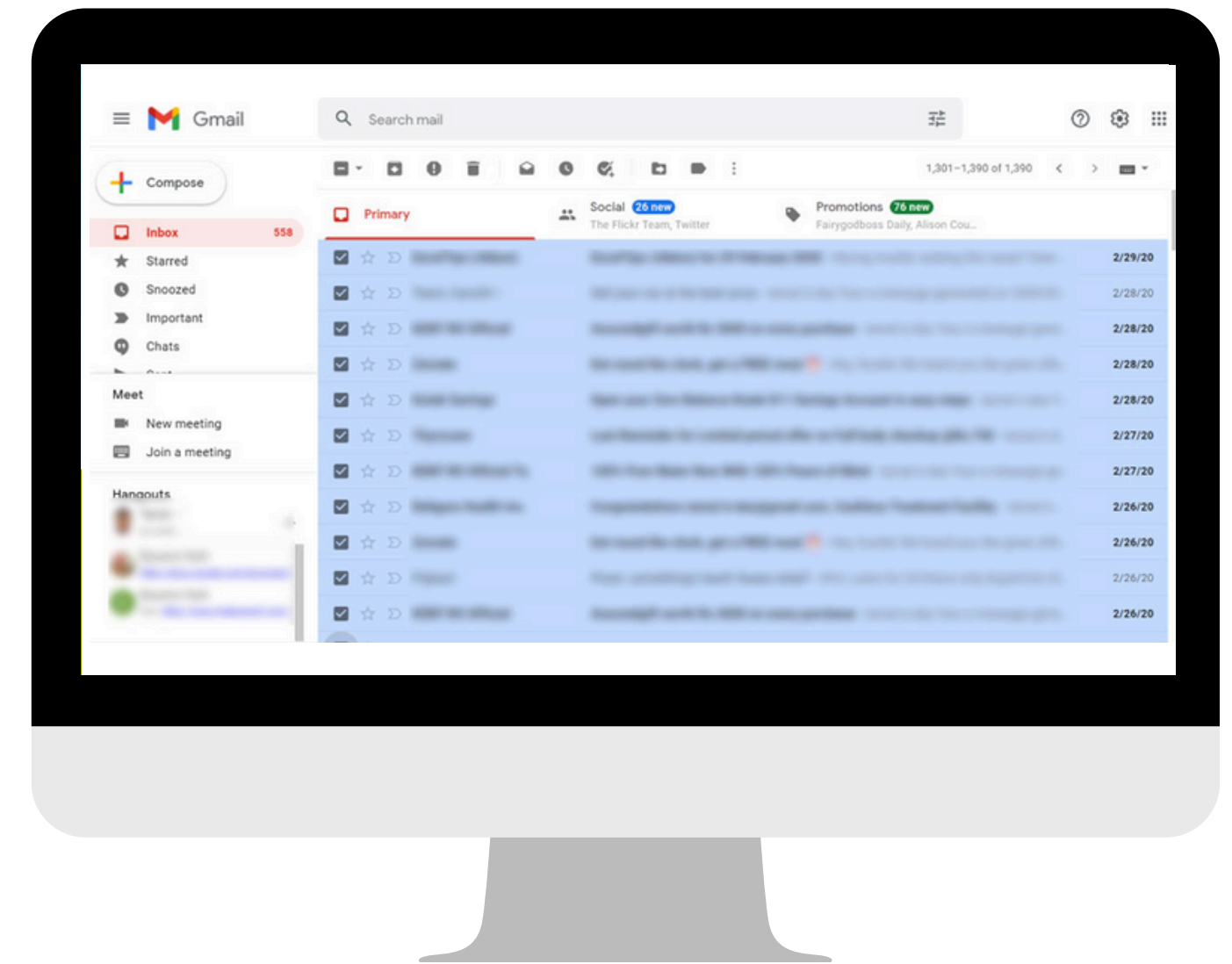
Sort digital files into clear and simple folders.

- As an educator, you likely have a plethora of digital files and documents downloaded on your computer, but sometimes it can be hard to find the ones you need when you need them.
- By putting just a little bit more time into creating clear and simply organised folders at the beginning of the school year, you can save yourself tons of time that you used to spend digging through random, unlabelled folders on your desktop.
- Try organising digital files by class period, lesson, or even by week, if you prefer to have things extra organised.



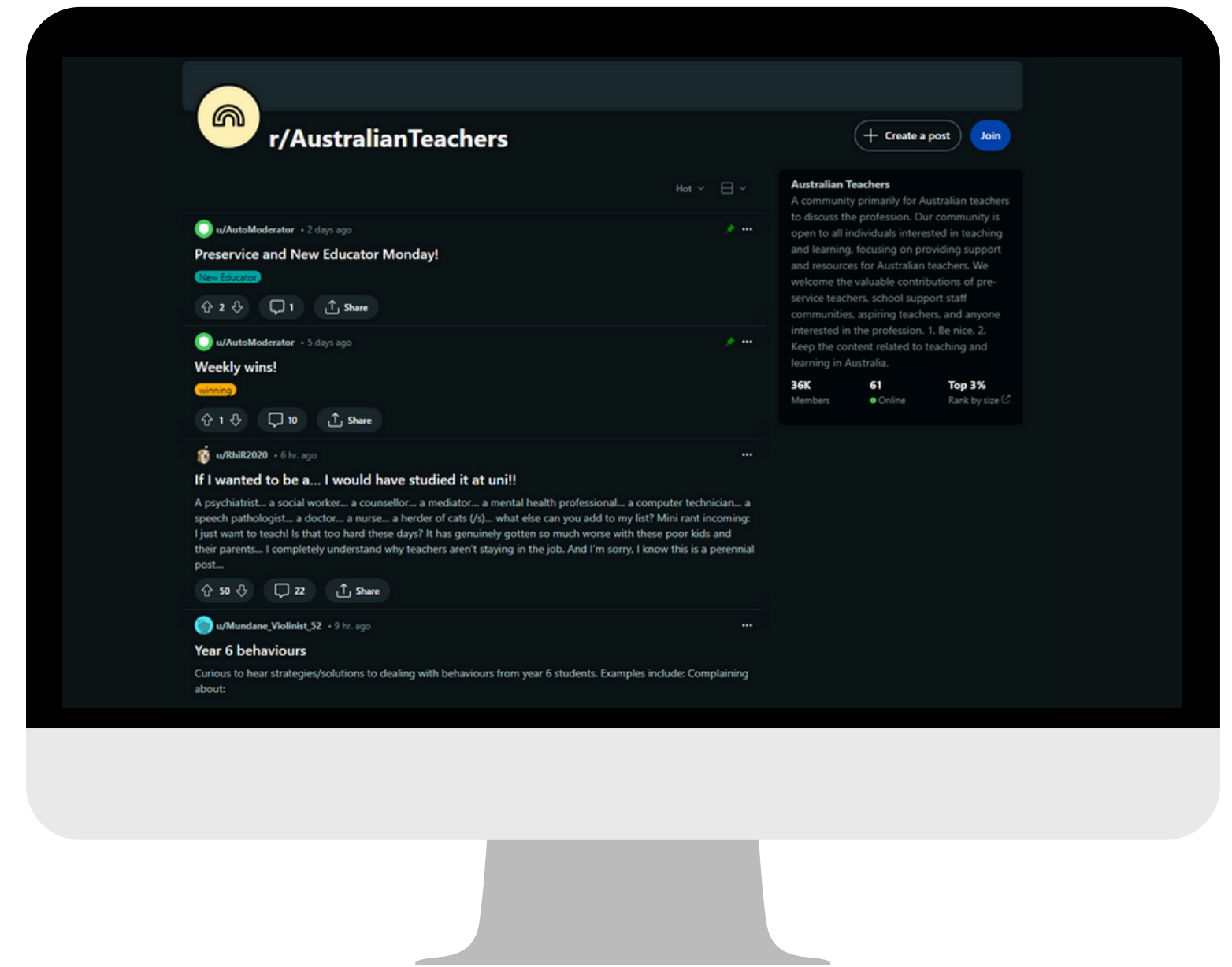
Schedule a weekly or daily “inbox zero” habit.

- We all know what it’s like to look at the ever-increasing number of unread emails in our inbox and feel overwhelmed and unable to respond to them all.
- Plus, an overflowing inbox makes it more likely that important emails will get drowned out by spam, causing you to miss critical information.
- To avoid this, try to schedule a regular “inbox zero” habit, where you spend an hour each week or 15 minutes each day clearing out and deleting spam, responding to critical emails, and putting important email conversations in archive folders so your daily inbox is easier to manage.



Connect with others for support and to share best practices.

- No one understands your struggles like other people in your industries and connecting with those who share similar experiences can be encouraging and improve your mental health.
- For example, teachers may find support from others through Twitter, Reddit, or through one of the many professional organisations centered around teachers and edtech.
- These platforms also provide connections for teachers looking to discover new teaching methods and share best practices with one another.



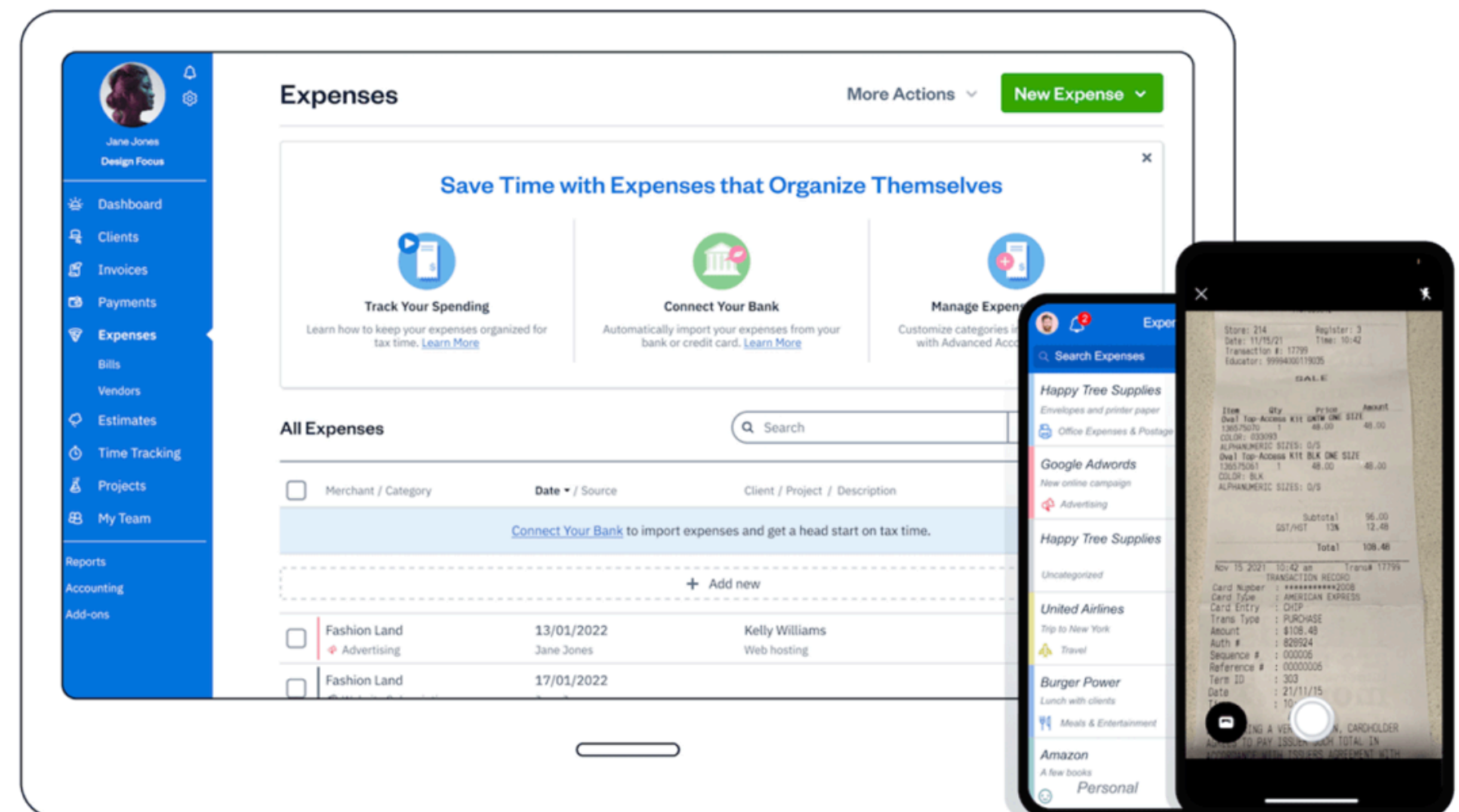
Set and track personal goals.

- **Goal-setting** is an important part of building a growth mindset and is beneficial for teachers both personally and professionally.
- Whether you're just interested in a simple **habit tracker** or looking for a more comprehensive goal-setting and tracking app, there are tons to choose from for free or for a small subscription fee.
- These apps make it easy to keep up with small goals, celebrate goals you have reached, and not lose sight of more long-term goals—both in your personal life and in your career.



For Simplifying Your Expense Reports

- With business trips and clients' meetings, you may collect your fair share of business receipts.
- Programs like **Shoeboxed** lets you scan receipts from your phone, create expense reports, and digitises all of the data for later.



Any Questions?