



Managing workload *online tools & techniques*



Online tools



There are some amazing free online tools out there, so we've put together a list which might come in handy during staff meetings, while you're planning and creating resources, or even during lessons.

Planning time

Mindly: Mindmapping on your phone

[Go to tool](#)

OMMWriter: This becomes your own private room where you can close the door behind you to focus on your planning time.

[Go to tool](#)

Noisli: A background noise and colour generator to help create the perfect environment to work and relax.

[Go to tool](#)

Time management



Trello: An organiser that helps keep track of everything.

[Go to tool](#)

Workflow: A productivity tool to help you stay organised during your busy day.

[Go to tool](#)

Creating resources

Canva: Design and publishing tool perfect for creating slides, posters, and worksheets with lots of free templates.

[Go to tool](#)

VidLab: Video editor that allows you to easily create videos by adding text, music, sound effects etc.

[Go to tool](#)

Loom: Record and share video messages of your screen, camera or both.

[Go to tool](#)

Mural: An online whiteboard where you can collaborate visually.

[Go to tool](#)

Time-saving tools for admin

Print Friendly: Make any webpage print friendly with this Chrome extension.

[Go to tool](#)

WeTransfer: Send large files such as PowerPoints and videos fast.

[Go to tool](#)

DocuSign: Provides a way to electronically sign documents and collect signatures from others.

[Go to tool](#)

Calendly: No back-and-forth emails, no double-booking and only a few seconds to schedule an appointment with you.

[Go to tool](#)

Workload and wellbeing



As the old saying goes, you can't pour from an empty cup!

While reducing teacher workload is an extremely complex and layered issue, here are some simple methods and techniques you could try out when your lists of tasks feel overwhelming.

Changing your mindset

TeachFirst teacher, Ella Burandt, shares her tips on changing your mindset in the classroom.

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Urgent, Important Matrix

A powerful productivity and time management tool to help you manage your time more effectively.

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Pareto's Principle

Using the 80/20 rule, this technique can help you determine and prioritise your highest-impact tasks.

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Pomodoro Technique

A time management system that encourages you to work with the time you have—rather than against it.

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'Eat the frog'

'Eat the frog' to boost productivity and tackle the task your dreading first thing.

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Avoid multitasking

Studies have found that multitasking can see up to a 40% reduction in productivity. Check out these tips to avoid it!

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