



# 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

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**Mindly: Mindmapping on your phone**

[Go to tool](#)

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

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

[Go to tool](#)

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# Time management

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**Trello:** An organiser that helps keep track of everything.

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

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# Creating resources

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

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

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

[Go to tool](#)

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**Mural:** An online whiteboard where you can collaborate visually.

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## Time-saving tools for admin

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

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

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

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

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# 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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