

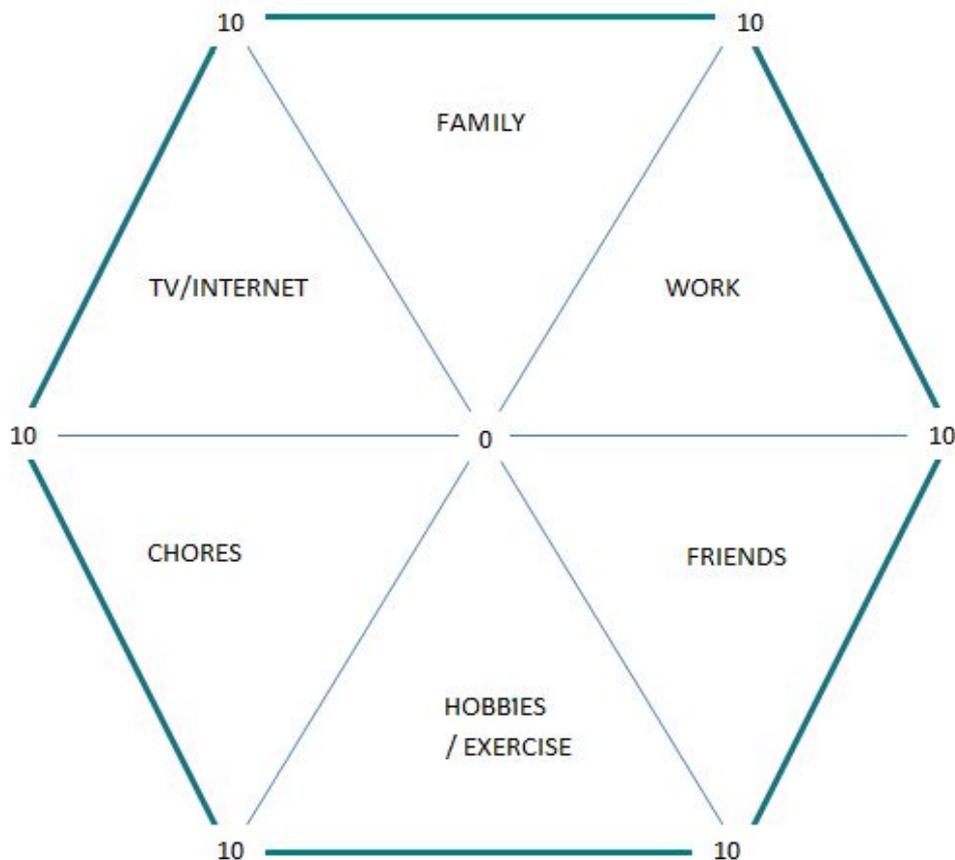
# Positive

## TEACHER NETWORK

Life is all about balancing the things we need to do, with the things we want to do. Sometimes they cross over, but not always. Think about the different areas of your life on the hexagon below and shade in, or simply score out of 10, how much time you devote to each area.

The centre is 0 – no time spent

The outside edge is 10 – lots of time spent.



The aim of this tool, when done honestly, is to provide perspective on where your time is being spent and where there are gaps that need to be filled, or some areas that may need reducing.

Overleaf you will see guidance on how to optimise your work life balance to benefit your health, happiness and effectiveness as a teacher.

# WORK LIFE Balance ENHANCEMENT Guide

Positive Teacher Network

Great! You've started the ball rolling by just doing an assessment of your work life balance. It is so much easier to do something about it once you know where the imbalance is. Work may well have received 10 out of 10, but we also want to look at the important things in your life that are not being allocated enough time.

Below are some helpful steps and guidelines to follow for a healthier work life balance.

## 5 Step Process TO A HEALTHIER Work Life Balance

1

### **Assess your current situation.**

If you have already done this using the hexagon on the first page, then great. Step one is complete. If not, go back and take a look. It is too easy to gloss over problems with absolute statements, like, 'everything is the problem', 'everything is out of balance' or 'nothing is working' etc. These statements leave us with very little information to actually change anything for the better, which is why we need to do an assessment.

Do the assessment on the first page and then move to step two.

2

### **Reflect on results**

Are you spending all your time on work and chores and not enough time with family or on exercise? Or maybe a surprising amount of time is spent on tv or internet of some kind?

You might be quite happy with the balance in some parts of your life, but would still love to make more time for other things too.

Look through your results and see what is missing for you.

# 3

## **What is important to you?**

Improving your work life balance is not about being less busy, it is about being intentional about what you spend your time on.

So...what is important to you in your life right now?

Health, Family, Exercise, Friends, Music, School...etc

Some will have been on the assessment from step 1, others will be more specific for you.

Write out your top five in order, to use in step four.

# 4

## **Schedule and Plan**

You must schedule time for the things you want to do or you will never find time for them. Time has this consistent trait of just slipping by!

The next step is to schedule in at least 3 of your top 5 important things from step 4 and allocate time for them in your week.

Remember this is about balance, so saying work takes up every breathing moment, may be true at the moment, but the only way to change it is to schedule other things first.

Yes, First!

At least the top 3 of your list must be scheduled into your week before any marking or preparation is considered. Do it now - sketch out your week and insert your top 3 into your diary, planner or calendar.

# 5

## **Follow through by making Agreements**

The first agreement is with yourself. You need to decide that now is the time to start shifting the balance towards a healthier work life balance. Take it a step at a time and give yourself permission to look after your needs first - at least some of the time!

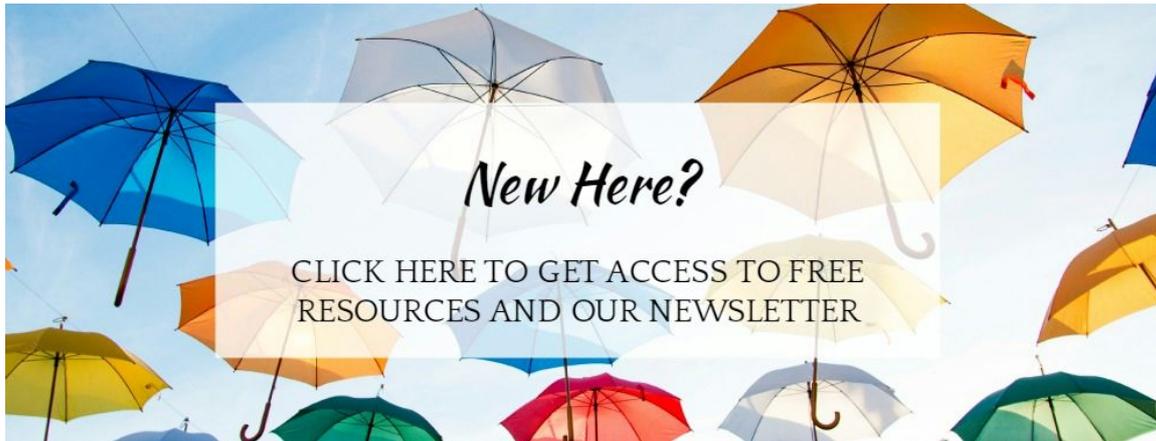
The other major side of agreements is making them with others. Don't expect people to understand, not even those close to you. Instead, explain and make agreements.

Can a friend or family member help you find a slot of time to do a hobby, or exercise each week? Can you make an agreement in advance so they know what's on your schedule and there are no surprises?

Be open about your new intentions and share your schedule. This not only makes you accountable, but is also a way of asking for support to make it happen.

*Thanks for reading...*

*Here's a little bit more about the Positive Teacher Network*



We help teachers establish a realistic work life balance by developing strategies to manage stress and enhance happiness and well-being.

I'm Clare Martin, founder of the Positive Teacher Network, which is a dedicated resource for teachers looking for a positive shift in their lives and work.

I know from personal experience how demanding and at times, how stressful teaching can be, leading many to question their profession and for some, even leave.

We need great teachers and I know you are, because if you're here, you're looking for a better way. A way to keep doing the job you love without burning out or sacrificing life outside of work for good.

## *Want more?*

We offer lots of support for free - you can join our newsletter, if you haven't already and make sure you come over and like our [Facebook](#) page for daily support, information and links to freebies and competitions.

In addition we have a Members Club which supports teachers on a continual basis for only £10 per month. You get monthly coaching sessions with Clare as part of the group, connections with other 'Positive' Teachers and new resources every month with workbook and audio downloads to help you manage stress, improve your work life balance and deal with the difficulties that can arise as a teacher. If you are interested in joining us, you can join the waiting list [here](#).

*x Clare*