hello there!

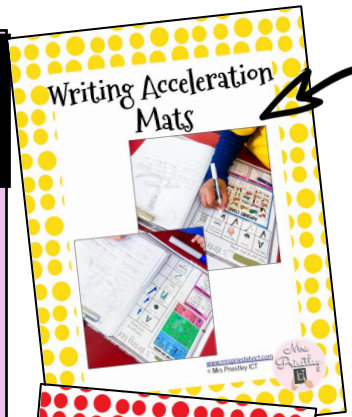
www.mrspriestleyict.com
info@mrspriestleyict.com
@mrspriestleyict

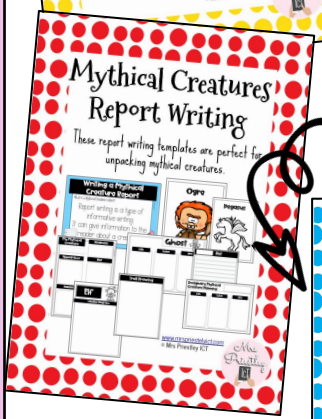
Mrs Priestley ICT

Thank you so much for your support!

My name is Jordan and I am a junior school teacher in New Zealand. I am passionate about all things digital and technology based; with a growing love for playful learning opportunities in the classroom.

Check out some of my resources available on my website – loads of bundles and freebies too!





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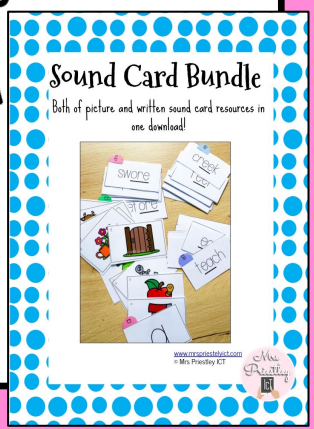

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How to manage your workload

Urgent & Important

- Parent/teacher interviews or meetings
- Reporting
- Contacting parents
- Dealing with an emergency or crisis
- Dealing with student behaviour and follow up

Tip? Just get it done!

Not Urgent & Important

- Lesson planning
- Finding ways to differentiate learning
- Building relationships with students, parents, teachers
- PLD, self-reflection, evaluation and learning
- Downtime and self-care

Tip? Schedule and Focus

Urgent & Not Important

- Attending lots of meetings
- Replying to emails
- General interruptions to class or work load
- Administrative work

Tip? Streamline, reduce or delegate

Not Urgent & Not Important

- Social media scrolling
- Procrastination
- Gossiping
- Speculating
- Perfectionism
- Countless hours over-analysing

Tip? Not during work time

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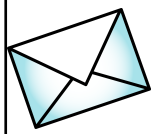

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