



# HELPING YOUR PUPILS COPE WITH AN INCREASED WORKLOAD

# PERFORMANCE LEARNING TEACHING RESOURCE

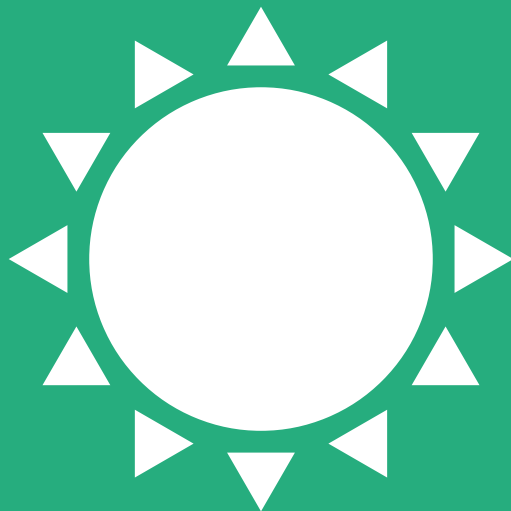
As your pupils progress through their academic journey they are not only expected to learn more each year, but also learn more in a much shorter period of time. As pressure mounts, the need to keep pupils calm and focused is essential.

Teaching pupils to manage their time, maintain focus and remain calm can be challenging, especially at those times where assessments, tests and exams are administered.

Here are some useful tips and printable resources that you can share with your pupils to help them cope with increased workloads.

“ DO NOT ANTICIPATE  
TROUBLE OR WORRY  
ABOUT WHAT MAY  
NEVER HAPPEN. KEEP  
IN THE SUNLIGHT. ”

/ BENJAMIN FRANKLIN /



# TIP 1. TEACH THEM TO STAY ORGANISED

1.

As a teacher, managing your time and staying organised is the single most important thing that you can do to stay on top of your own workload.

2.

But do we effectively share the importance of good organisation and time management with our pupils?

3.

Talk to your pupils about the importance of writing down all the tasks that they have been set and when each task is due.

4.

Discuss with them the need to prioritise, to sort out which tasks are urgent and need to be done first.

# TIP 2. TEACH THEM TO ALLOCATE ENOUGH TIME

**1.**

When you set a task for pupils to complete, take a few moments to discuss the size, importance and relevance of the task.

**2.**

Ask your pupils to suggest how long they should take to complete it. This will help them to plan their time, ensure that there are no surprises and the task does not take them longer than expected to complete.

**3.**

It is important that you share with them the need of having a solid work plan and realistic time frame for how they will approach and complete each task.

# TIP 3. ROUTINE, ROUTINE, ROUTINE

1.

Adopting a routine for completing tasks is essential to help your pupils stay organised.

2.

Help them to identify and set aside time each day to dedicate to completing tasks.

3.

Through regular reinforcement you will ensure that their routines become habits.

4.

By turning regular routines into habits, positive behaviours towards learning will become ingrained in their daily routine.



# TIP 4. HELP THEM TO STOP PROCRASTINATING

**1.**

No matter how well organised your pupils are, no matter how many hours they work none of it will help if they cannot avoid procrastination.

**2.**

Don't allow your pupils to start thinking about whether they should do the work or not. Remember you have already supported them with developing a routine and how to allocate their time.

**3.**

Discuss procrastination with your pupils, what it looks like and how it can impact on their learning.

**4.**

Share this simple rule; don't wait for the conditions to be perfect, don't wait to feel motivated, grab your work and just start.

# TIP 5. TEACH THEM TO TALK ABOUT PROBLEMS

1.

It is important that your pupils know when and who to turn to when the workload becomes too much.

2.

Being unable to cope with an increased workload might not necessarily be their own fault and could be as a result of their home or school environment.

3.

Discuss with your pupils what to do and who to turn to if they feel like their work is becoming too much.



Hello!



# SETTING GOALS AND STAYING MOTIVATED

1.

Setting goals helps us to stay motivated and energised.

2.

Having proper goals and outcomes keeps us focused and disciplined.

3.

Goals help us to focus on the long-term (you can't be a genius overnight!).



It is important to learn to set goals rather than just writing to-do lists. Thinking about what we can achieve helps us stay excited and motivated.

# WRITE IT DOWN!

Writing things down is the first step to achieving success. You can write down:



**GOALS**



**PLANS**



**OBJECTIVES**



**REMINDERS**



Use the Performance Learning Goal Realisation Grid on the next pages to write down and track your goals.

# PERFORMANCE LEARNING GOAL REALISATION GRID



What are some of the really important things coming up this year for you?

For example: an English test in two weeks.

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# PERFORMANCE LEARNING GOAL REALISATION GRID

2.

Why are these things important to you?  
For example: because I want to do well in  
my exams and get the best results I can.

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# PERFORMANCE LEARNING GOAL REALISATION GRID

3.

Why will you achieve these things? What will you do to make sure that you do?

For example: I will work really hard and hand my work in on time.

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# PERFORMANCE LEARNING GOAL REALISATION GRID

4.

What will you do if you feel you can't achieve them, when things get difficult?

For example: I will take deep breaths, ask my teacher for help if I need it and remind myself that things take time to achieve.

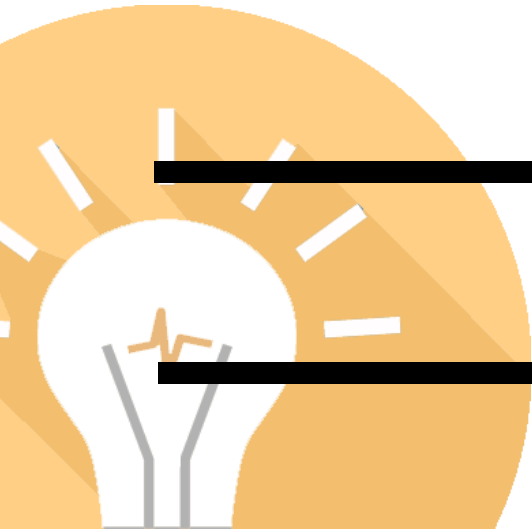
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Performance<sup>®</sup>  
Learning

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This has improved my organising and reading by 10000000% and it is so easy to do!

- Bethany, Year 6, Beacon Academy Primary, Loughborough

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“

I loved the fresh new outlook to helping children achieve.

- Olivia Mellor, teacher, Harbour Primary and Nursery School, Newhaven

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