

# A Time to ... Thrive Together

This workshop will guide participants through a session of self-discovery and inspiration, capped off by the creation of a tailored, realistic action plan to take back into their work environments equipped to thrive with others, and to equip others to do the same.

**Self-discovery** will entail considering:

- both personal strengths and weaknesses, (Clifton Strengths Finder)
- current celebrations and challenges, and (DIY: Stars and Scars, Influencers and Lessons)
- greatest source of motivation

**Inspiration** will come from helpful sources including:

- anecdotes from others in public education professions,
- experts in the areas of time management and
- mental health, and
- some of the world's best wisdom literature that has stood the test of time

**Action plan** will draw from

- what you discover about yourself and
- what inspires you, including the
- identification of your "Lean Team" who will be an integral part of your success. (Looking for online support? For an invitation to join the Teachers, Refresh! Facebook group, please email request to Amy at [amy4given@gmail.com](mailto:amy4given@gmail.com) )

## Helpful Links:

Clifton Strengthsfinder at <https://www.gallup.com/cliftonstrengths/en/252137/home.aspx>

Myers-Briggs informal assessment at <https://www.humanmetrics.com/personality>

Share your wisdom and encouragement with other teachers at <https://forms.office.com/r/Gkg97mfHsb>



## Microsoft Forms

Annual half day or full day **personal reflection** retreat is Tool 2 at <https://kenboa.org/recalibrate/>

**Time management tips** – search The Pomodoro Technique and note this advice from one of the admins at my school:

**Emails:** We get a lot of e-mails, I have a folder for each admin, my team, parent e-mails, transportation changes, ESOL, etc...this helps me keep my inbox organized and I can easily find e-mails. I also make sure to flag important e-mails

and leave it in my inbox until completed or put it in the specific folder for later use if needed.

**Papers:** Everything has a place! Make folders for everything to stay organized. That helps me!

**Data:** Set up your grade book in your district's system with all the grades you'll be taking during the grading period. This makes it easier to see what you still need to teach and assess each quarter/semester, etc

**Time:** In the morning, I make a small to do list for my planning time when we do have it ☺ this helps me focus on the most important things that need to get done. I always check e-mails first and then start my list.

Make a planning schedule. For example, plan social studies on Monday, reading on Tuesday, writing on Wednesday, small groups on Thursday, etc. Or pick one day to stay late to get lessons prepped, and go home on time the other days.

When prepping...think about the amount of time needed to get an activity ready vs. The amount of time you'll actually use the activity. If it takes longer to get ready than it will to use, just say NO!

Thank you for your participation. I hope that something here or in the presentation has been helpful to you!

Padlet Like, Wish, Wonder – to provide **your feedback!** <https://padlet.com/cooleya6/i-like-i-wish-i-wonder-5k1rbil5ea0x2d18>