

Productivity enhancers

- Process inbox – emails or hard copy – to zero several times a week.
- Get everything out of your head and onto paper or an app.
- Organise your to-do list and schedule work based on the quality of attention.
 - Proactive the two or three hours when you are most switched on
 - Mindless – low energy or low thinking that I can do even when tired
 - In the middle – everything else.
- Do the simple things consistently and well – **don't** spend some time downloading a shiny new app and hoping it will solve problems.
- Meetings: 20% are the most vital form of productivity I have; 80% can be scrapped. (Productivity Ninja. Graham Allcott).

Lessons for Life

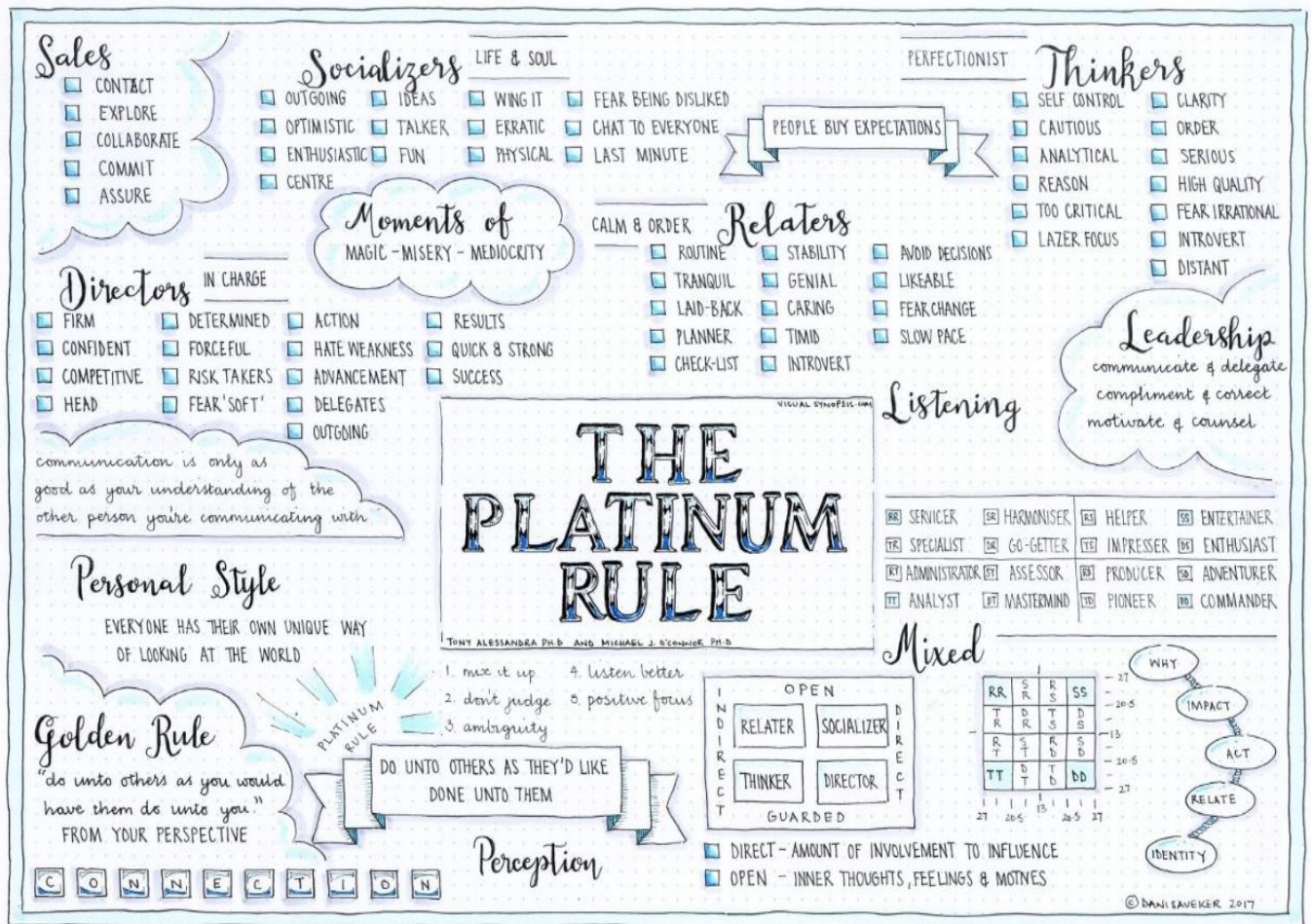
- Give a positive spin on what you say e.g., Tell them Batman credits all his best work to mastering perimeters and square roots.
- Don't rescue your team or your kids.
- Love watching your kids play, not just when they win or kick a goal.
- Achievement is its own reward.
- Exchange words for hugs.
- Homework is a contract between kids and teachers, not parents and teachers.
- Practice makes perfect, but it doesn't make new – to make creative kids, focus on values not rules encourage them to find joy in what they do; in other words, done is better than perfect!
- Don't give up on reading.
- Don't criticise – model being a good friend, being a good person.

Wellbeing hints

- Know your craft
- Feel confident in your ability
- Be open to supports and ideas
- Discard blame and fear
- Guard your time
- Book ahead
- Use the delay delivery email options
- Plan for productivity
- The art of subtraction: write each 'to do' task on a separate sticky note and place in one of four quadrants:
 - Delay,
 - Delete,
 - Do,
 - Delegate
- Skip surveys – be aware of survey fatigue
- Set the pace
- Rest and recover
- Sleep more, eat well, move
- Learn something new
- Green time – time in nature
- Make time for fun
- Find joy
- Minimise screen time especially after dinner, before sleep

The Platinum Rule

- Communicate in ways that reflect how you want to be treated.
- Create space for everyone to communicate how they want to be treated.
- Be open to feedback, especially when it triggers guilt or discomfort.
- Stick to your boundaries and communicate them often.
- Never stop asking questions. There's always room for improvement, increased sensitivity, and adjustments.



Some quotes and ideas to help our thinking, feeling, and doing

- Trust – Connection – Knowledge
- Do your best until you know better, then do better
- My purpose: My big, important goals
- One big goal with precision and excellence achieves targets
- Wise decision-making
- Spot the feeling
- Know when to tune in
- Know when to dig deeper
- Ditch marginal thinking
- Trust and confirm
- Purpose – People – Performance
- Teams report to the Squad
- Teams win games, squads win championships
- Team members hold one another accountable for tracking positively towards achieving goals
- High fidelity and accountability: 20% of the work achieves 80% of the results
- Compelling scoreboard: create a cadence rhythm of accountability
- Leverage and act on lead measures
- Ensure commitment
- Roosters may never crow, but it's the hen that lays the eggs
- Fortune favours the brave, as the saying goes, so you must create your own opportunities and seize opportunities when they present themselves
- Nothing is more powerful than an idea whose time has come. (Victor Hugo)
- Unless you can truly put yourself in the shoes of those you're leading, you can't possibly lead effectively
- Mistakes are part of the dues one pays for a full life (Sophia Loren)
- My interest in life comes from setting myself huge, apparent unachievable challenges and trying to rise above them
- Don't confuse schooling with education. I didn't go to Harvard, but the people that work for me did (Elon Musk)
- The world breaks everyone, and afterward, some are strong at the broken places (Ernest Hemingway)

Ten ways to kindness, care and love

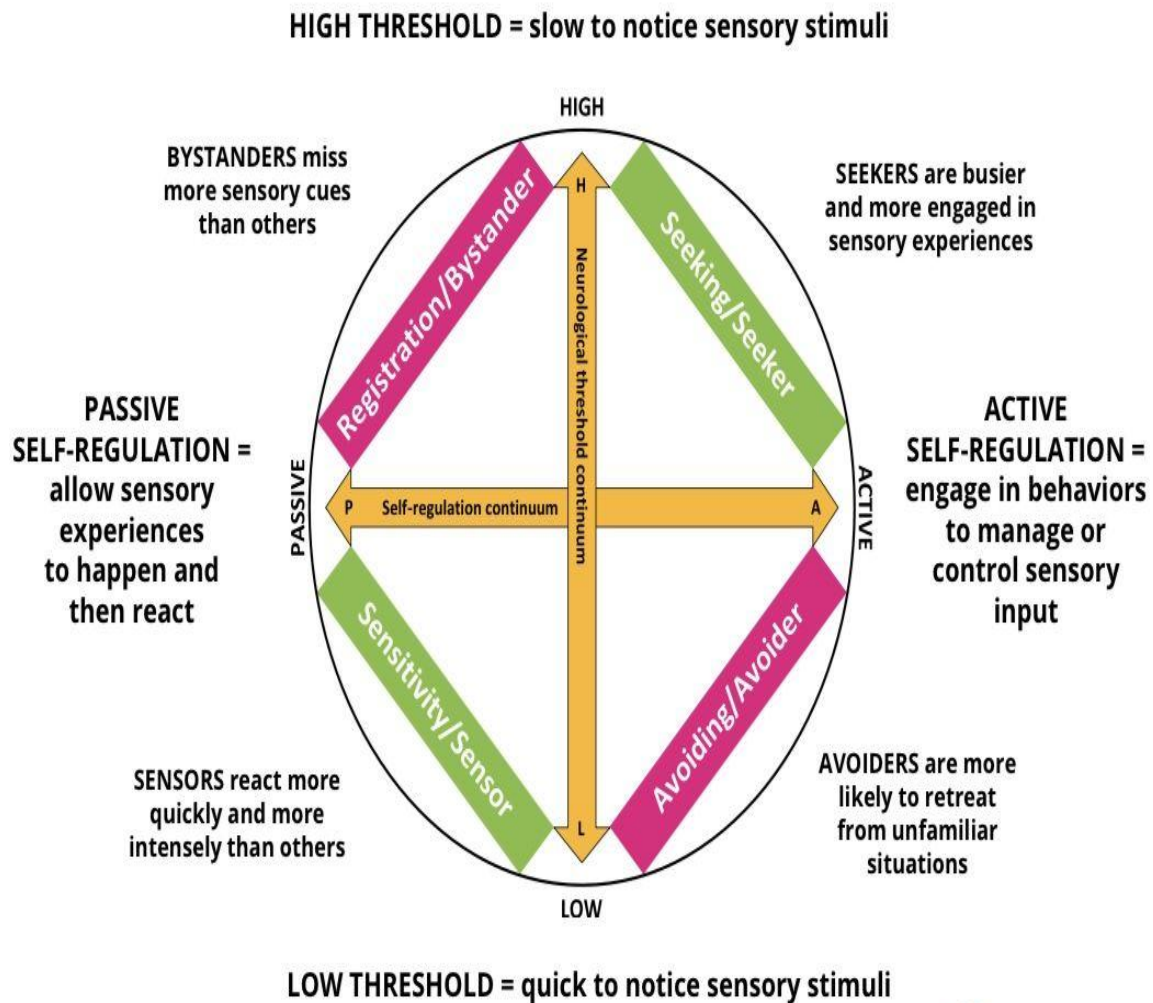
- Listen without interrupting
- Speak without accusing
- Give without sparing
- Pray without ceasing
- Answer without arguing
- Share without pretending
- Enjoy without complaint
- Trust without wavering
- Forgive without punishing
- Promise without forgetting.

Adult Sensory Profile

Gillian Fowler, Senior OT, Adapted from Dunn, W., 2002. Adolescent/Adult Sensory Profile. USA. The Psychological Corporation.

Dunn's Sensory Processing Framework

Dunn's Sensory Processing Framework explains the interplay between neurological thresholds and self-regulatory behavioral responses to explain how we process sensory information.



Whilst we tend to pay considerable attention to sensory factors with our students, it is less common for us as adults to consider our sensory preferences and needs. Something to think about!

Adult Agency

Agency is having the power combined with choices to take meaningful action and see the results of your decision. Schools need to be the best places for adults to learn, work and grow, so that we can create the best learning space for our students.

We aim to maximise, for all adults at DPSS,

1. Ownership and efficacy
2. Embedding a culture of coaching, learning, thinking, sharing, mutual support and time focussed on crafting our ways of working and teaching.
3. Building powerful teaching teams

