|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Looking after yourself: checklist**  **(Phil Race: will be published in ‘The Lecturer’s Toolkit: 5th edition, expected December 2019)** | **I’m comfortable that I am doing this rather well** | **I’m pretty good at this on the whole** | **I would like to be better at this** | **I need to think more about this** | **Focus for action** |
| **1** | **I manage time well, I’m normally punctual and I make sensible decisions about how much I can sensibly achieve at any time.** |  |  |  |  |  |
| **2** | **I make sure I take proper meal breaks at work, not eating my lunch at my desk and regularly stopping to chat with colleagues.** |  |  |  |  |  |
| **3** | **I keep myself as fit as is compatible with my age/abilities and I take exercise within my working day to avoid getting overstressed/ uncomfortable from sitting too long.** |  |  |  |  |  |
| **4** | **I have and use a good range of professional networks on whom I can draw to share practice and gain advice.** |  |  |  |  |  |
| **5** | **I manage my interactions with students productively so that I feel I am giving them good support without running myself into the ground.** |  |  |  |  |  |
| **6** | **I monitor my stress levels, noting when it feels as if work is getting on top of me.** |  |  |  |  |  |
| **7** | **I keep on top of my emails, without allowing masses of unanswered messages to pile up and I reply promptly to important requests.** |  |  |  |  |  |
| **8** | **I manage my paperwork well and am able to locate key papers when necessary without rummaging through an unsorted pile on my desk.** |  |  |  |  |  |
| **9** | **I am good at keeping on top of my lesson preparation/ curriculum design and hence avoiding last-minute panics.** |  |  |  |  |  |
| **10** | **I review my classroom and assessment practice regularly and reflect on how I could enhance my work year on year.** |  |  |  |  |  |
| **11** | **I keep on top of my marking and don’t attempt to do huge amounts in unreasonably short time periods.** |  |  |  |  |  |
| **12** | **I have a good work-life balance and don’t take too much work home.** |  |  |  |  |  |
| **13** | **I notify my team leader/line manager when my workload is getting out of hand.** |  |  |  |  |  |
| **14** | **I have interests/ hobbies that matter to me and I make time for them.** |  |  |  |  |  |
| **15** | **I make time for my friends outside work and don’t over-share my work problems with them.** |  |  |  |  |  |