

Hot tips for a *cool, calm summer*

in the Tech Support team

1

Make planning a priority



- * Make a list of tasks and update it as soon as they come to mind
- * Use a spreadsheet to plan, log, and prioritise holiday jobs and track their progress
- * Or use OneNote for advance planning

- * Communicate essential maintenance days/ outages to other staff well in advance

2

Communication equals calm



- * Offer a shift pattern over the summer
- * Play music throughout the school
- * Watch TV at lunchtime!
- * Talk to team members and reassure them they can't do everything all at once in the new academic year
- * Talk about task prioritisation

3

Self-care for sanity



- * Take time for yourself away from work

4

A change is as good as a rest!

