



From IT to MyT

How to make sure tech works for you and not the other way round

1 Define the wants and needs

- What problems do you want to avoid?
- What is the outcome you need?
- How will you measure the effectiveness of your solution?
 - Will it save time?
 - Will it reduce the workload?
 - Will it help you measure something?
 - Will it help your students study better?
- What are the criteria for success?

2 Examine the workflow

- How do you currently arrive at the outcome you need?
- When you examine the steps, which parts cause friction?
- When you change certain steps, what else will change as a result?
- Can you design a new process that will let you re-use any set-up work in the future?

3 Check existing tools

- Can you tweak your current setup, or is it necessary to try out an app?
- Ask your colleagues if they have the same problems, what do they do?
- Look online for solutions to the particular challenges you are facing

4 Take a long-term view

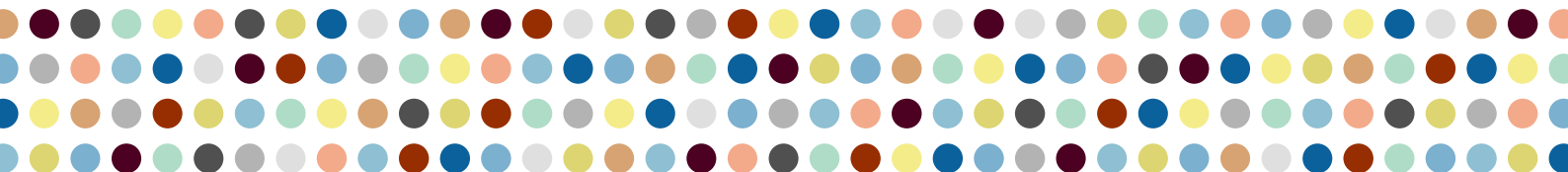
- Perform a rough cost-benefit analysis, both for now and next year or next time
- Design your project so you can use the work/knowledge again
- Look again at your success criteria, are you incorporating them in the plan?
- Can you do a trial before making a big commitment?

5 Test before committing

- Plan for problems: where will they occur? what will you do when they arise?
- Check your equipment: does everything work on the necessary devices?
- How will you invite other people to any shared spaces? Make it easy for them!
- Have a backup plan and always remain calm—pens run out of ink, CDs get scratched, teachers lose their voice... we can deal with a website that won't load

6 Evaluate and analyse the results

- Did you meet the success criteria?
- How close was your time/effort estimate?
- What task skills did you learn or improve during the process?
- What did you learn that you didn't expect?
- What will you do differently next time?
- What positive things will you keep the same next time?



Brainstorm some 'wants' you have in regard to your lessons, marking or preparation. What parts frustrate you or what could be easier? Then, attach 'needs' to these 'wants'—why do you have to do these things, what outcome do you need to reach?

Circle one of your ideas from above and write your existing workflow to reach your outcome, then describe some of the difficulties.

Write a second workflow for the desired outcome to solve some of the issues you found. Are there any new challenges that you need to consider?

Write a third workflow, addressing these new issues. What is left to do? Can you find a way to make this plan work?

