



FALCON FRIDAY FOCUS

Friday, August 15, 2014

Believe
In
Monroe
County

Happy Friday MCSD Staff!

170 days—we only have them 170 days. Every single second in the classroom matters.

Sometimes we forget how vitally important our time is with our kids. The end to the school year seems like an eternity away at this point, right? But what we sometimes neglect to realize is that our time will pass quickly, and it is virtually impossible to get it back!

If you waste 5 minutes of your classroom time a year, you are essentially wasting

5 minutes X 170 instructional days = 850 minutes

850 minutes = 14 hours

That is over 2 whole days of nonstop instruction.

Bell ringers and flashbacks are essential to set the tone in our classrooms that learning matters. Make the most out of transitions with routines and clear expectations. I included some time management resources in this edition of the Falcon Focus to help you better manage the precious time we have in the classroom.

And don't forget

Smile and greet the kids when they walk into your classroom—it may be the only smile they get from an adult that day.

Christie Biggerstaff, Instructional Supervisor

Watches are so named as a reminder - if you don't watch carefully what you do with your time, it will slip away from you. ~ Drew Sirtors

Fail to prepare....Prepare to fail

Know exactly what you want to achieve - At the start, make clear to your class what they will gain. I usually say something like 'At 11 o'clock I'd like you to walk out of here knowing how to...'. Write what you want to achieve somewhere everyone can see it.

Delegate work to students—Such as giving out books/resources and collecting in. What can you outsource to them that can free you up to do more of what's really important?

Be flexible- Sometimes things don't work out as planned. Is that okay with you, or do you need to stick rigidly to the plan? As long as the end is kept in mind, a bit of deviation along the way is okay, even fun.

Expect the unexpected and allow for it - This is particularly important when allowing time to get their attention - an essential pre-requisite for effective time management in the classroom.

Give students specific time frames - Remind them how long they have left to work on the task. Develop a greater sense of urgency in students who may otherwise take it easy. Do you use a computer and data projector? Try this [online stopwatch](#) when you set tasks.

Use the Pareto Principle - Approximately 80% of the effects in your lessons flow from 20% of causes. Identify those and you can learn to avoid over-spending time on certain activities.

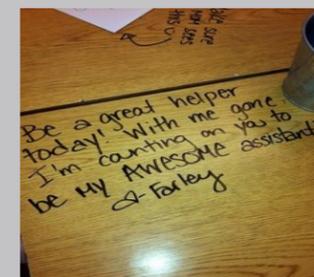
Time Management Resources:

[Bell Ringers](#)—a PDF with some good ideas.

[Ideas](#) to help you organize your paperwork.

Are your students finished? [Have a plan!](#)

You can write on [their desks](#) with [white board](#) markers as they work!



Be Organized!

