

Routines For Planning (60 minutes)

Pre-Work

- Read Chapter 7 – *Automate* – on Weekly and Daily Routines: Pages 153-163
- Bring laptops, gadgets, etc. fully charged
- Bring your greatest challenge in getting ready for a week of teaching

Agenda

Objectives	<ul style="list-style-type: none"> • Create opening and closing routines to maximize time before and after school • Define how you will use your preparation periods 		
Topic	Time	Suggested Reflection Questions & Exercises	Notes & Next Steps
Greetings	3 min	<ul style="list-style-type: none"> • What was your best “student moment” of the day? 	
Discuss pre-reading: 144-152 (You could skip if you already discussed Weekly Worksheets)	5 min	<ul style="list-style-type: none"> • Share your top personal priority and your top professional priority. How does (or doesn't) your schedule for this week reflect those priorities? What are some roadblocks you face? What changes would you like to make? 	
Discuss pre-reading: 153-157	10 min	<ul style="list-style-type: none"> • On a scale of 1-5, how routinized and consistent are your current opening and closing routines? What new ideas were inspired by reading the sample routines? 	
Discuss pre-reading: 157-163	10 min	<ul style="list-style-type: none"> • Read the quotation from Sue that begins on pg. 160. Does this resonate with you? What are 3 routines you can build into your prep periods or weekly plan that may help you feel less frantic and more prepared? 	
Practice Time	30 min	<ul style="list-style-type: none"> • Draft opening and closing Routines • Plug those routines into Weekly Worksheets (or any form of planner) • List the repeated To-Dos to accomplish during prep time • Write/type those To-Dos into planners 	
Closing	2 min	<ul style="list-style-type: none"> • What is your biggest takeaway from today? 	

Additional Questions for Pre-Reading, During-Reading, Reflection or Discussion

<p>144-152 (You could skip if you already discussed Weekly Worksheets)</p>	<p><i>Weekly Routine Reflection –</i></p> <ul style="list-style-type: none"> • Why is it important to meet with yourself? • When will you meet with yourself? Where? • What is your Weekly Worksheet agenda? • Do you need a reward or someone to hold you accountable for having this meeting? If so, what or who will it be?
<p>153-157</p>	<ul style="list-style-type: none"> • Why are opening and closing routines important? • What did you notice about the sample opening routines? • Consider your own classroom and opening routine. Are you someone who arrives early to get in some quiet lesson planning time? Or do you stroll in as late as possible to squeeze in a few extra minutes of sleep? • Depending on your answer, what do you need in your opening Routine? • What did you notice about the sample closing routines? • Consider your own classroom and closing routine. Are you someone who needs to race out the door for personal commitments, or can you reserve a good chunk of time after work to complete some key routines? • What do you need in your closing routine?
<p>157-163</p>	<ul style="list-style-type: none"> • How could planning your prep time make you more effective? • How do the Together Teachers plan their prep time? • What do you need to do every week to prepare for instruction?