

Managing a daily teaching schedule

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Managing a Daily Teaching Schedule Inserts His/her Managing a daily teaching schedule Teaching Schedule for Monday Subject

Class

Load

8: 00-8: 40

6A

Complete chapter 4 in history

8: 40-9: 20

Teachers meeting

Review the lesson plans done

9: 20-10: 00

5A

Surprise test—Continue with the next chapter question and answer discussion

10: 00-10: 40

Time table review

Substitute class schedule need to be revised

10: 40- 11: 20a

5B

Complete chapter 3 in science- Assign discussion questions as homework

11: 20-12: 00

6C

Conduct comprehension test of English vocabulary—Give assignments to find out vocabulary from the internet

12: 00-12: 40

Library Work

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Work upon assigning reading compulsory books from the library by students of 6th grade

12: 40-1: 20

Teachers teaching plan preparation

Review work for Tuesday's schedule teaching schedule

Other Activities: Counseling sessions with students who are struggling in specific areas. Focus on arising more class participation from students that are unresponsive in class.

Three time management tips for teachers.

The three time management tips for teachers are discussed below. The time management tips will help the teachers to carry out their work procedures in an easy manner. These tips will help them to prioritize and systemize their teaching tasks so that work can be conducted easily (Time Management Tips for Teachers: Advice for Teachers (Grades K-12) 2011).

1. List out the things and tasks that need to be done on a given teaching day.

By listing out the things, the tasks will be prepared before hand and the time that is required in listing tasks will be saved in school. The teaching hassle may become easier. The pre planned tasks makes it easier for execution during teaching and no aspect is missed this way.

2. While teaching different subjects, use different color files for each subject.

By using different color files it will be easier to arrange the matter and also take out the matter whenever required. All things will be stored systematically in the relevant subject folder to refer to it whenever required.

The worksheets for any one subject may not get mixed up with another. Also the notes for one may not mingle with the other ones. The memo, test, and

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quizzes all can have different color paper clips as well with the markings.

This way to refer to quizzes or tests for any subject can be easy.

3. Use the computer database as the filing system. List out the entire subject and other things related to teaching subjects in the database of the computer such as marks, attendance of students and other such tasks.

This would make it easy to record the data of the students and also make the changes easily wherever required. Also the lesson plan can be modified for future and notes can be made on the system of which tasks need to be done at a priority level. This paper free work will reduce the hassle of maintaining records on paper. Also at times some changes are required in the records of some students on requests and approved applications. These changes can be made easily on the computer files.

Reference

Time Management Tips for Teachers: Advice for Teachers (Grades K-12)

2011. Available at:

[http://www.teachervision.fen.](http://www.teachervision.fen.com/classroom-management/new-teacher/48352.html)

[com/classroom-management/new-teacher/48352.html](http://www.teachervision.fen.com/classroom-management/new-teacher/48352.html). Accessed on 6th July 2011.