

# Time Management in the Classroom

Saint Paul College

## About

When teaching a hybrid or face-to-face class, one must take care to make the most of the contact time you have with students. It can be difficult to determine how to plan your class, but it is possible with some thought and care.

## Steps

### 1. Establish Priorities

- Determine your needs (learning outcomes, admin tasks) versus wants (extra activities).

### 2. Create Routine

- Have similar routines most days so students can focus on the content.
- Start with the beginning of class - streamline basic duties like homework submission or attendance.
- Include time for questions, feedback and transitioning.

### 3. Create Balance

- Learner-Learner activities such as group work and peer review.
- Learner-Content activities such as reading, listening to a lecture, videos.
- Learner-Instructor activities like receiving feedback, Q & A sessions.
- Not necessarily 1/3 each, tailor to needs and abilities of the class.

## Planning your classes

### One Class

- Plan one class like an episode of a TV show.
- Write a lesson plan with the tasks and activities and the time required for each.
- Limit activities and lectures to 20-30-minute-long chunks.
- Save some time for reflection at the end, especially during a long block class.

### Over the Semester

- Plan your semester like a season of a TV show - balance learning and activities over 8 or 16 weeks.
- Think about important content you need to deliver in-person versus items that can be studied at home.
- Plan activities in class so you can give instant feedback.
- Give more freedom to students as the semester goes on, depending on their level.