

Using Time

Eight Ideas for Using Time

Directions: Review Eight Ideas for Using Time. Reflect on your use of time within grade level team meetings. Answer the following two questions:

1. Which of the ideas for using time will help improve the effectiveness of your grade level team meetings?
2. What are your next steps in making this happen?

1. **Common Planning Time.** Creating a schedule for a common planning time during the day can be most helpful to grade level teams.
2. **Periodic Extended Meeting Times.** Setting aside an afternoon every week or every other week for longer meeting times may be necessary, especially early in the year.
3. **Timed Agendas.** An essential. This helps make good use of time within meetings. Planning for how a small amount of time can be divided up will give grade level team meetings more power.
4. **Use of Written Communication.** Use of emails/written updates for things that will take time away from problem solving about student performance will help maintain focus.
5. **90% focus on student achievement goals.** In these meetings, try to keep 90% of your meeting time focused directly on student achievement goals.
6. **2-minute Whine.** A 2-minute “get the issue on the table” segment can be a real assist. Whining is not forbidden. It just can’t take over the limited time allotment.
7. **Regular meeting schedule that fits your needs/circumstances.** Make sure your schedule for these team meetings is sufficient to meet the needs of your teachers and kids.
8. **Applying the “bell to bell” rule to your meetings.** Effective transitions, clear expectations – ways classroom time is not wasted in terms of student work. This certainly applies to adult group-work.