

## **My Personal Preparation Code**

### **Time Management: Practicality First**

Break up preparation time into blocks

- a) Practical preparation time first
  1. reading through the lesson and correcting homework assignments
  2. organizing all papers and materials required
- b) Self-development/creative materials development time
- c) Give yourself a time limit to work within without worry about being late for class

### **Activity Choosing: More is Less**

Remain realistic about what can be accomplished in the given time frame (ex: 90-minute lesson)

- a. My personal rule of thumb: 2 main topics: Topic 1 – review; Topic 2: new material focus
- b. Starting with the end in mind: choose two main activities that can ensure students understand concept and/or offers practice time applying new vocabulary/grammar point.

### **Paper Organization**

- 1) Keep all handouts, attendance sheets and homework all in one file. Always keep books and CD's in the same place.
- 2) To reduce copying stress – invest in a printer or copy machine to do copies from books at home.

### **Creativity and Practicality: The Ying and Yang BOTH FOR BALANCE**

Find a happy medium between self-development preparation time and practical preparation time. Too little emphasis on the practical usually causes disorganization in class. Too little emphasis on self-development and creativity can leave you bored and unchallenged.