

210

Minutes:

Time Well Spent

Planning Lessons, Preparing Assignments, Marking Tests, Completing Report Cards, Designing Individual Programs, Strategizing with Colleagues, Coaching, Organizing Events, Researching, Upgrading, Ordering Supplies, Planning Field Trips, Contacting Parents, Consulting Administration, Assessing Student Work, Creating Rubrics, Photocopying, Filing, Creating Bulletin Boards, Collecting Manipulatives, Responding to E-mails, Differentiating Instruction, Cleaning Equipment, Counseling Students, Meeting with Outside Agencies, Collecting Art Supplies, Conferencing with Colleagues, Organizing the Book Room, Assessing and Counting Inventory, Coordinating Book Orders, Disciplining Students, Writing Newsletters, Maintaining School Website, Mentoring Student Teachers, Modifying Curriculum Expectations, Reflecting on Lessons, Developing Units, Creating Long Range Plans...