**Time Management Resources:**

1. Time Management Tips for Educators (NEA): <http://www.nea.org/tools/time-management-tips-for-educators.html>
2. The 3 Biggest Classroom Time Management Issues: <https://www.wgu.edu/heyteach/article/the-3-biggest-classroom-time-management-issues1809.html>
3. 7 Tips for Time Management Document (University of South Carolina Center for Teaching Excellence: <https://sc.edu/about/offices_and_divisions/cte/index.php>)
4. Classroom Strategies:
   1. Classroom Routines
      1. Bathroom, Hall Pass, & Tardy Binder
      2. Designated place to turn in work
      3. Designated student(s) to pass work back out
      4. Agenda on board
      5. Chime or classroom signals
      6. Emergency Safety Procedures
   2. Job roles in group work
   3. Timers
   4. Bell Ringers & Exit Passes (1st & Last 5 minutes of class SUPER Important)
   5. Plan, plan, plan!
      1. Well thought through inquiry-based lesson plans keep students on task and wanting to work, if anything they will be upset to have to stop work early.
   6. Set time aside for grading, planning, meeting, and unforeseen.