

40 HOUR TEACHER WORKWEEK CLUB BLUEPRINT

WINTER QUARTER

JANUARY: GRADING AND ASSESSMENT

- Week 1 Six strategies to simplify assessment
- Week 2 Grade more in less time
- Week 3 Grade writing more efficiently
- Week 4 Creative ways to informally assess and grade-as-you-go

FEBRUARY: PARENT COMMUNICATION

- Week 1 Streamlined whole class parent communication
- Week 2 Stress-free parent conferences
- Week 3 Simplified individual parent communication
- Week 4 Rapport and boundaries with challenging parents

MARCH: STUDENTS, NOT SCORES

- Week 1 Make high stakes testing less stressful
- Week 2 Increase student motivation through a strong class culture
- Week 3 Time management for kids & differentiating for individual work paces
- Week 4 Foster student accountability for work completion
- Week 5 Quarterly reflection and review

SPRING QUARTER

APRIL: WORK/LIFE BALANCE

- Week 1 Long-term balance through aligning life/time with your priorities
- Week 2 More time for priorities: eliminate, automate, delegate
- Week 3 Productivity strategies for working at home
- Week 4 Permission to relax and turn off your mind at night

MAY: TECHNOLOGY TIMESAVERS

- Week 1 Your biggest tech problems solved
- Week 2 Overcoming digital clutter
- Week 3 Time-saving guide to the best of ed tech
- Week 4 The best sites & apps for student skill practice

JUNE: MAXIMIZING YOUR SUMMER

- Week 1 End the school year strong
- Week 2 Plan for summer priorities
- Week 3 The Big Five at home for summer
- Week 4 Home habits that make your vision a reality
- Week 5 Quarterly reflection and review

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SUMMER QUARTER

JULY: THE SELF-RUNNING CLASSROOM

- Week 1 Design a classroom that facilitates productivity
- Week 2 Plan procedures for a smooth first week
- Week 3 Automate and delegate routine classroom tasks
- Week 4 Establish productive daily habits for you and the kids

AUGUST: SUSTAINABLE SYSTEMS

- Week 1 Designate an easily-accessible spot for every paper in your classroom
- Week 2 Create a sustainable work schedule for back-to-school and beyond
- Week 3 Plan a stress-free parent orientation
- Week 4 Simplify transitions and prepare kids to work

SEPTEMBER: EFFICIENT ROUTINES FOR LEARNING

- Week 1 Cultivate strong student work habits and self-discipline
- Week 2 Streamline small group instruction
- Week 3 Simplify centers and student-directed learning
- Week 4 Systematize your group work & collaborative learning
- Week 5 Quarterly reflection and review

FALL QUARTER

OCTOBER: ORGANIZING AND PRIORITIZING TASKS

- Week 1 Maximize the 40HTW List-Making System
- Week 2 Track how you use your time and energy
- Week 3 Choose a target number & allocate time for priorities
- Week 4 Overcome procrastination

NOVEMBER: LESSON PLANNING

- Week 1 Streamline your planning process to create engaging lessons in less time
- Week 2 Leverage what works: using the experience of other teachers
- Week 3 Simplify planning for differentiation
- Week 4 Reduce planning work increase class time

DECEMBER: REVAMPING HOMEWORK

- Week 1 Simplify your homework system: 10 ways to save time
- Week 2 Student accountability and motivation: getting kids on board with homework
- Week 3 Parental support: getting parents on board with your homework system
- Week 4 Happy at the holidays: how to relax and enjoy your break
- Week 5 Quarterly reflection and review