



## Everything But Teaching: Planning, Paperwork, and Processing

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*Learn the 7 Imperatives for managing the “other” work of a teacher!*

This accessible resource gives all teachers indispensable tips for managing professional priorities outside the classroom and saving energy for the most essential part of their work: teaching students. Real-life vignettes, planning sheets, and other templates illustrate how to master the multitasking demands of the teaching life, including:

- Planning time wisely
- Tailoring grading practices to provide clear feedback
- Holding productive meetings with students, parents, or colleagues
- Keeping and using records effectively
- Corresponding with grace, tact, and detail
- Processing information and refining procedures
- Embracing new professional learning opportunities

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