

- ✓ See whether it provides any insights
- ✓ Contributions into the teaching learning process
- ✓ Check for productivity

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- ❖ Strategically plan homework assignments: Both teachers and students may find that assignments that require repetitive practice is better suited for the home environment
- ❖ Avoid “loaded” procrastination: Teachers find it more efficient to break up grading materials into small groups that are graded each day than to work on grading the work of the entire class on the same day.
- ❖ Plan for potential crises: It is better to plan ahead for potential problems before facing them in the classroom, as urgent crises can distract teachers from their goals within the classroom.
- ❖ Set aside personal time: A teacher has many tasks that require attention and often focuses on the needs of students and their parents it is also important to set aside personal time to keep the priorities in proper perspective.

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DAILY LEARNING OBJECTIVE(S)

- ✚ Some tips for the daily learning objective:
- ✚ Use “student friendly” language to write the objective.
- ✚ Post the objective in the classroom where students can see.
- ✚ Discuss the objective at the beginning of the lesson.
- ✚ Make sure the objective is reasonable to complete in one lesson or class