

BEGINNING OF THE DAY ROUTINE

PLANNING WORKSHEET 2

DIVIDE THE PROCEDURES INTO THREE CHUNKS

There are three logical, overall tasks you will want all students to complete at the beginning of each day or period:

1. Put away belongings.
2. Get ready to work.
3. Begin working.

To teach students how to complete these three tasks according to your expectations, take the procedures you selected on Planning Worksheet 1 and divide them among the three goals. For example:

Goal 1: Put Away Belongings

This may mean students will:

- Put away outdoor clothing.
- Put away book bags or backpacks.
- Put away lunches.

Goal 2: Get Ready to Work

This may mean students will:

- Turn in homework.
- Do their assigned jobs (if student helpers).
- Take chairs down and be seated.
- Get learning materials ready.
- Sharpen pencils.

Goal 3: Get to Work

This may mean students will:

- Start an assignment.
- Read silently.



Use the spaces that follow to organize the procedures you chose into the three categories.

1. Put Away Belongings

This means students will:

2. Get Ready to Work

This means students will:

3. Get to Work

This means students will:

