

# Managing Your Workload

## IMPORTANT NOTICE:

Please remember that your GA covers **20 hours per week and *no more***.

### Session Agenda

- 1:00–1:10PM: Introductions
- 1:10–1:30: Discussing GA Tasks
- 1:30–1:40: Tips for Workload Management
- 1:40–2:00: Time Blocking Exercise

### Discussion: What are your tasks as a GA?

- Which tasks will take up the largest amount of your time?
- What conflicts do you identify between roles?
- How should you split your time between roles?
- Where do you see potential time management problems?

### TIP!

#### Batch Grading

This grading technique divides assignments into small batches (usually around 5). For composition courses, this would mean four batches per 19–student course. Dividing papers into batches allows you to create short blocks of work time so that you can fit giving feedback more easily into your schedule.

### TIP!

#### Time Blocking

Time blocking is a skill that allows you to see clearly what your responsibilities are, and when you need to complete them. Time blocking helps you to visually track your 20 hours of work per week, in addition to scheduling time for your other graduate student tasks.

### TIP!

#### Using Class Time Wisely

- Give students brief, informal feedback on projects during class.
- Use group activities as an opportunity for students to get informal feedback from one another.
- Schedule conference weeks with care: ten minute conferences during your normal class and office hours.

### TIP!

#### Work Smart

- Reread assignment sheets before giving feedback, and keep them close while you work.
- Don't overdo feedback and lesson planning. Focus on 2–3 **higher order concerns** when giving feedback, and plan **one major activity** for each class period.
- **Take breaks!**

# Weekly Calendar

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
08:00							
09:00							
10:00							
11:00							
12:00							
01:00							
02:00							
03:00							
04:00							
05:00							

**Don't forget to schedule self-care!**