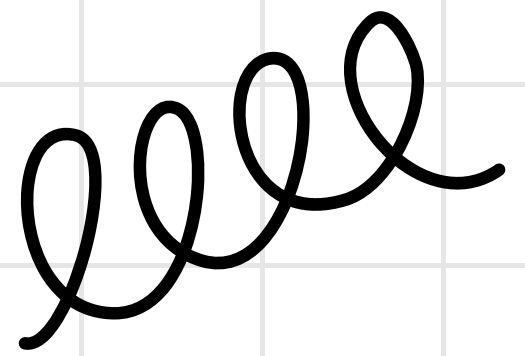
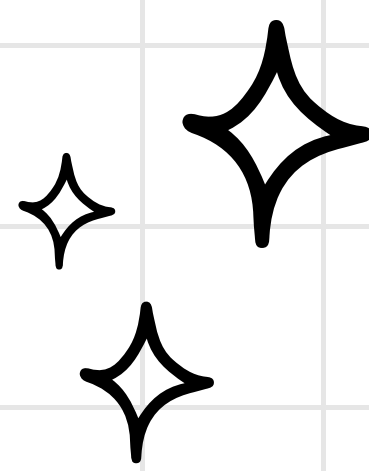


MANAGING WORKLOADS



WHAT TIME
MANAGEMENT PROBLEMS
DO YOU FORESEE?

WHAT GA TASKS TAKE
THE MOST TIME?

WHAT CONFLICTS MAY ARISE
BETWEEN STUDENT AND GA
ROLES?

HOW SHOULD YOU
SPLIT TIME BETWEEN
ROLES?

01

- BATCH GRADING-DIVIDE ASSIGNMENTS INTO SMALL BATCHES OF AROUND 5 AT A TIME.
- USE TIME BLOCKING TO VISUALIZE HOW YOU ARE SPENDING YOUR 20 HOURS A WEEK.

02

MAKE THE MOST OF CLASS TIME WITH INFORMAL FEEDBACK, GROUP ACTIVITIES, AND CAREFUL CONFERENCE SCHEDULING.

03

REREAD ASSIGNMENT SHEETS BEFORE BEGINNING TO GRADE AND FOCUS ON 2-3 HIGHER LEVEL CONCERNS WHEN PROVIDING FEEDBACK.

DON'T FORGET THAT YOUR GA APPOINTMENT ONLY COVERS 20 HOURS PER WEEK!

TIME MANAGEMENT TIPS

01. BATCH GRADE AND TIME BLOCKING

02. USE CLASS TIME EFFECTIVELY

03. WORK SMART

WEEKLY SCHEDULE

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							