**Time-Saving Tips for Teachers**

* **Pick your criteria, and stick to teaching those**
  + The baseline requirement is to demonstrate achievement based on the CLBs, so anything else that you teach is extra (extra time, extra work, extra effort to fit in to lessons, etc.)
  + Try not to get distracted by pre-made worksheets that fit your theme but not your task
* **Break the task into a step by step process to narrow down what you need to teach**
  + For example: when writing a cheque, students will need to be able to write dates, numbers, and names in correct places… this is a much smaller piece to teach than trying to cover “everything you need to know about cheques and banking”
* **Make your own materials**
  + It can take less than 10 minutes to write your own dialogue or text if you know what you are going to be assessing; searching for and modifying or adapting materials can take a lot more time
* **Make sure the time you spend creating materials is worth the amount of time the students will spend on it**
  + Make materials that can be re-used in different ways while learning the task – spending 30 minutes on a handout that will take the students 10 minutes to complete isn’t a good use of time
* **Set a time limit for prep**
  + Do as much thinking in advance as you can, and give yourself a time limit when sitting down to create or find resources
  + If it’s going to take too long to find or create, try to think of a different activity