**Time Management**

* Issues:

Research vs TAship, inside versus outside class, lab versus lecture TAships, office hours (how get students come?, advertise, bring other work because it is slow).

* Ideas:

Knowing what you’re going to teach and what is expected

Have outline of class period (30 in to prep class at least)

Set standards for class/lab time so students know what to expect

Email can get out of hand if you are not careful. Set bounderies and stick to them!

Know ahead of time what will take a lot of time (plan your lab work around that)

Know the big picture – big versus ‘little’ concepts

Identify areas of flexibility in class time

* Grading:

Know the dates of grading

Familiarize yourself with the rubric

Know how much feedback to give (too much versus not enough)

* Open communication with faculty to make sure you are spending the right amount of time
* How to balance TA duties with grad school duties (thesis writing)?

Plan around course schedule (union rules) and talk to faculty union rep for issues

* Know timeline of the class (big versus little picture): intro, lab components, tutorials (key concepts), wrap up
* Set boundaries for out of class time