Classroom management:

Be upfront if you know you have a "weakness"

Prepare students for what is going to take place

Circulate and monitor progress. Make suggestions to keep on track.

Be aware of resources available

Create comfortable environment and be approachable

Patience/keep your cool

Give rotational responsibilities to groups for lab cleanup

Keep a schedule/allocate time

Inform students about schedule and activities for each session

Recognize there is only so much you can do if people are distracted)

Use guidelines!

Be explicit about expectations

"pass the ball" in a review session