

Defining and teaching routines to save time and promote learning

(Every organization has routines that save time and enable personnel to concentrate on the essential business.)

Types and purposes	Name (includes)	Defined?	Taught?	Efficient?	Supports learning?
<i>Class-running routines</i> conserve time for teaching and learning	Class opening (greeting, attendance, mental set)				
<i>Lesson-running routines</i> directly support instructional activity.	Homework check (review problems; collect papers)				
<i>Interaction routines</i> define who talks with whom, how, and when	Choosing who speaks during discussion				

*Adapted from Carol Simon Weinstein and Andrew J. Mignano (2003). *Elementary/Secondary Classroom Management: Lessons from Research and Practice*. New York: McGraw-Hill