



Sample Schedule for Online Teachers

6:00-8:00 AM	Wake up, coffee, breakfast, walk, yoga, ENERGIZE for the day
8:00-9:30 AM	GRADE submitted work -or- PLANNING time
9:30-10:30 AM	Host online OFFICE HOURS
10:30-11:00 AM	Take a BREAK to walk, stretch, grab coffee, or make a personal phone call
11:00-12:30 AM	Respond to student/parent/colleague questions via EMAIL & VOICEMAIL
12:30-1:30 PM	Break for LUNCH
1:30-2:30 PM	Conduct LIVE LESSONS via Zoom, Google Hangouts, etc. -or- Create pre-recorded VIDEO LESSONS
2:30-3:15 PM	REACH OUT to students who may be falling behind or struggling
3:15-3:30 PM	Take a BREAK to walk, stretch, grab coffee, or make a personal phone call
3:30-4:30 PM	PLANNING time
4:30-5:00 PM	GRADE submitted work
5:00-5:30 PM	Intentionally TRANSITION to personal time by hanging out with family, taking a walk, watching TV, or any other relaxing activity

Tips for Success from a Veteran Online Teacher



GET UP between every change in activity (evenh if it's just walking to the kitchen for coffee).



MOVE AROUND during phone calls. Walk slowly around the house or office while talking.



COMMUNICATE AVAILABILITY to students & respond to afterhours messages in the morning.



TURN OFF THE COMPUTER after working hours & resist the temptation to check email.



AVOID dropping everything for a phone call. Finish the task at hand before responding.