



# Everything but Teaching: Planning, Paperwork, and Processing

*Stephen J. Valentine*

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# Everything but Teaching: Planning, Paperwork, and Processing

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**Everything but Teaching: Planning, Paperwork, and Processing** Stephen J. Valentine  
*Learn the 7 Imperatives for managing the “other” work of a teacher!*

Every teacher knows that what happens before and after class is as important as what happens during class. This accessible resource gives all teachers indispensable tips for managing professional priorities outside the classroom and saving energy for the most essential part of their work: teaching students.

Real-life vignettes, planning sheets, and other templates, illustrate how to master the multitasking demands of the teaching life, including:

- Planning time wisely
- Tailoring grading practices to provide clear feedback
- Holding productive meetings with students, parents, or colleagues
- Keeping and using records effectively
- Corresponding with grace, tact, and detail
- Processing information and refining procedures
- Embracing new professional learning opportunities

Without good planning and organization, even the best teachers may not be able to effectively reach their students, and the classroom can suffer. Using this invaluable guide, teachers can develop their professional skills. First year and veteran teachers alike can find new ideas for the business of running a class so that they can focus on the most important thing: teaching.

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