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Check n' Go

The 10-Minute Template

Designed for a One-Hour Class

Instructions & How Tos

There are NO lengthy explanations on how to design and plan a class here!

This Template works advantageously when you have a clear focus on what you target to teach. This guide is a road map that will help plan your step actions from start to finish. Designed for seminars, workshops, presentations, and other structured learning events this outline is succinct and easy to use. Utilize this template to expedite your class development time!

First, decide if you are going to type right inside this template—or if you want to hand write your ideas right on this form.

If you are going to type in this Word Doc – Start NOW! Just insert your cursor by typing text where its applicable. Delete what does not apply. Then print the Word Doc out to use as guidance during your class.

If you prefer a piece of paper to write out your ideas, expand and lengthen the space vertically, using spacebar returns. This will allow more room for writing. Print out the template. Then, using a pencil check applicable boxes and jot down notes as per the guided suggestions. *A pencil is recommended because you will be erasing and editing, as you rethink and amend your class.*

This is a TOOL designed to quickly organize your agenda. The form will take approximately 10 minutes. This product is provided in a Word Doc. It can be rearranged, modified and edited it to suit your needs. This Template includes suggested times and ideas for creating a one hour class. The template includes:

- Class Intro > Where to Begin
- Topic Concepts > Actions to Encourage Learning
- Break to Redirect > To Refocus Next Steps
- Recap Highlights > How to Assess Student Knowledge
- Final Wrap Up > Quick Closures
- ALSO INCLUDED > Check Box and Notation Assessment for YOU!

Check n' Go

The 10-Minute Template

Designed for a One-Hour Class

Suggested Times for Class Delivery (Redistribute Minutes to Suit!)

- 10 minutes > Intro, Icebreaker, Overview
- 15 minutes > First Topic
- 5 minute > Break, Pause, Redirect
- 15 minute > Second Topic
- 10 minute > Recap Learning Highlights
- 5 minutes > Wrap Up
- = 60 minute class time

Time Frame	Describe Class Delivery How Plan is completed Check Off/Fill in What Apply
<p>10 Minutes</p>	<p>Intro</p> <p><input type="checkbox"/> Introduction, Greeting Describe HERE > Type Right Form:</p> <p><input type="checkbox"/> Icebreaker (May be Applicable or Not) Describe:</p> <p><input type="checkbox"/> Overview of Objective and Outcomes:</p> <p><input type="checkbox"/> Learning Objectives Objective(s)</p> <p>2)</p> <p><input type="checkbox"/> Define Intended Outcome(s)</p> <p>1)</p> <p>2)</p>

**15
Minutes**

First Topic

Introduce IDEA, CONCEPT, PROBLEM, or OTHER
Rule of Thumb: Employ Several Complementary Aids Below.

Overview & Focus Point(s)
To: Outline, Use as a Primer, Set Expectations and Goals from Objectives
Outline Your Overview Here:

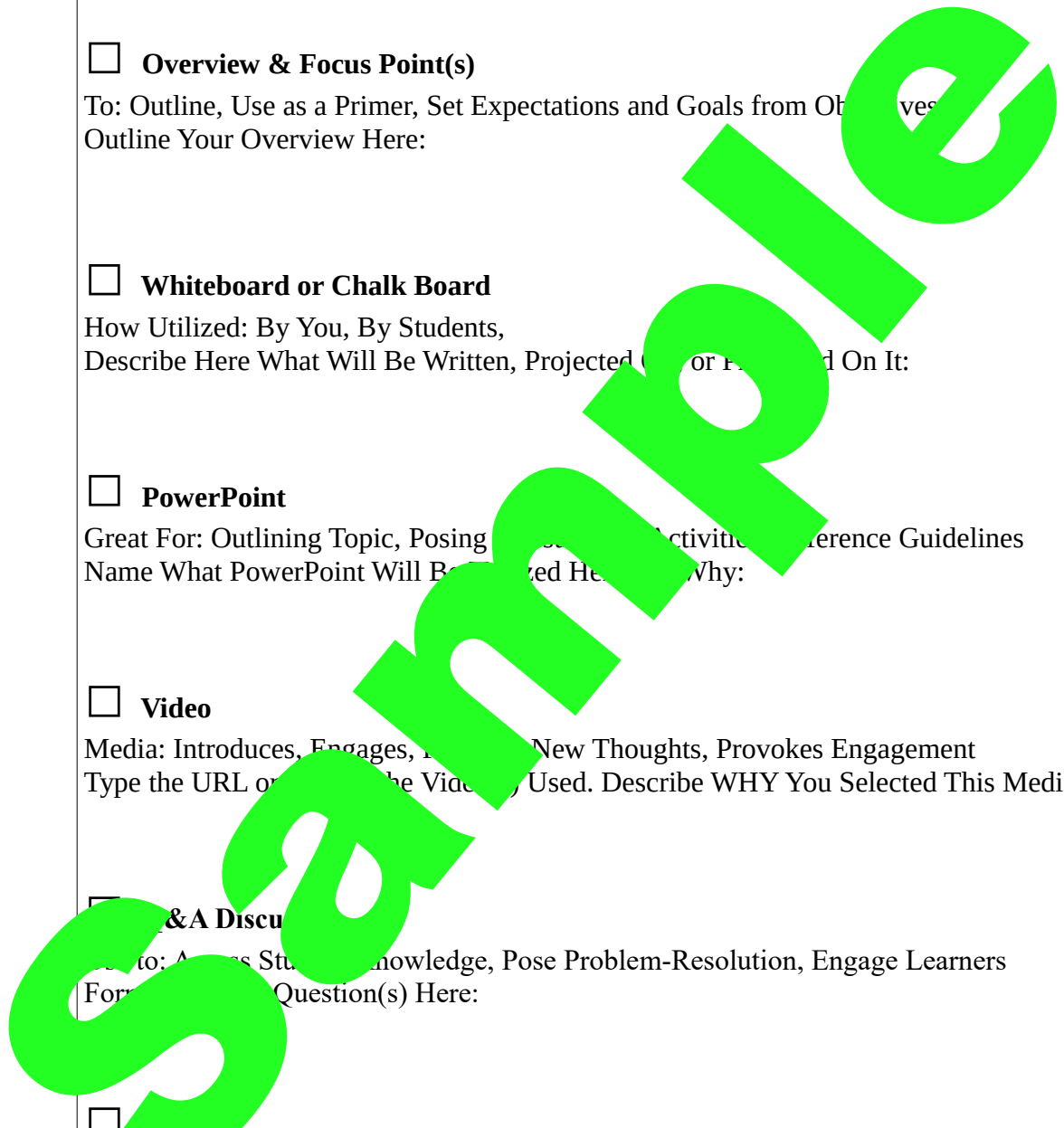
Whiteboard or Chalk Board
How Utilized: By You, By Students,
Describe Here What Will Be Written, Projected or Posted On It:

PowerPoint
Great For: Outlining Topic, Posing Questions, Activities, Reference Guidelines
Name What PowerPoint Will Be Used Here and Why:

Video
Media: Introduces, Engages, Presents New Thoughts, Provokes Engagement
Type the URL of the Video Used. Describe WHY You Selected This Media:

Q&A Discussion
To: Assess Student Knowledge, Pose Problem-Resolution, Engage Learners
Formulate Question(s) Here:

Activity
Specify Activity Utilized: Games, Interactive Engagement, Group or Individually Assigned.
Action Based or Thought Oriented. Describe Activity Employed and ITS Learning Objective:



Handout(s)

Designed: To Fill In, To Figure Out, To Follow, For Reference
Describe Handouts to be Used:

Knowledge Check

Assess: Present Knowledge, Monitor Progress, As a Benchmark
Describe the Purpose and Intent for this Check Point:

Journal Reading/Writing/Activity

Used for: Reflection, Engaging Thought, Promote Self Actualization
Describe Journal Use and Topic:

Assignment and/or Review

Use As: Assessment, Seek Improvement, Personal Setback, Strengthen Knowledge
Describe Assignment Here. What are the Expected Outcomes?

Other Engagement (Specify)

Describe Our Additional Specific Instructional Plans Here:

10-Minute Quick Recap

Describe Here How You Will Recap This Topic:

**5
Minutes**

Break to Redirect

Check All That Apply; Create Your Own Redirect!

- Take a Get Up and Stretch Break
- Present a New Thought to Change Topics
- Throw A Quick Game In or Raffle an Item Off
- Show a Short Related Video
- Have Students Prepare if They Need to Find Their Own Arguments
- Keep Students Engaged, Looking Forward with a Tease
- Describe Here How You Will Prime Their Minds for This

Sample

**15
Minutes**

Second Topic

Introduce IDEA, CONCEPT, PROBLEM, or OTHER
Rule of Thumb: Employ Several Complementary Aids Below.

Overview & Focus Point(s)
To: Outline, Use as a Primer, Set Expectations and Goals from Objectives
Outline Your Overview Here:

Whiteboard or Chalk Board
How Utilized: By You, By Students,
Describe Here What Will Be Written, Projected or Posted On It:

PowerPoint
Great For: Outlining Topic, Posing Questions, Activities, Reference Guidelines
Name What PowerPoint Will Be Used Here: Why:

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Media: Introduces, Engages, Presents New Thoughts, Provokes Engagement
Type the URL of the Video Used. Describe WHY You Selected This Media:

Q&A Discussion
To: Assess Student Knowledge, Pose Problem-Resolution, Engage Learners
Formulate Question(s) Here:

Activity
Specify Activity Utilized: Games, Interactive Engagement, Group or Individually Assigned.
Action Based or Thought Oriented. Describe Activity Employed and ITS Learning Objective:

Handout(s)

Designed: To Fill In, To Figure Out, To Follow, For Reference
Describe Handouts to be Used:

Knowledge Check

Assess: Present Knowledge, Monitor Progress, As a Benchmark
Describe the Purpose and Intent for this Check Point:

Journal Reading/Writing/Activity

Used for: Reflection, Engaging Thought, Promote Self Actualization
Describe Journal Use and Topic:

Assignment and/or Review

Use As: Assessment, Seek Improvement, Personal Setback, Strengthen Knowledge
Describe Assignment Here. What are the Expected Outcomes?

Other Engagement (Specify)

Describe Your Additional Specific Instructional Plans Here:

10-Minute Quick Recap

Describe Here How You Will Recap This Topic:

**10
Minutes**

Recap Highlights

Ideas or Add Your Own:

- Use a Survey and Share Consensus
- One Word Recap> Have Everyone Shout Out One Word to Describe Their Class Experience, or Top Idea Learned
- Have a VERY Brief Discussion of Topics and New Understandings.
- Share Round Robin Ah-Ha! Moments
- Q&A Time. Conclude by Using Questions
- Student Check Point-Assessment. How Will You Know YOU GOT IT?
- Describe Your Wrap Up. > How will the knowledge always be Obvious?

**5
Minutes**

Wrap Up

Closure and Set Up Expectations for Next Class. Ideas:

- Have a Raffle or a Drawing
- Give an Assignment to Complete
- Pose One Question to Answer
- Give a Teaser Question to Come Back
- List Next Steps
- Pose a Problem That Will Be Solved in the Next Class
- Describe HERE What You Will Do:

Copy and Repeat this Template for Additional Classes.

10 Minute Class Assessment
> FOR YOU~TEACHER ONLY <

Print This Form Out. Right After Class Check Boxes & Make Notes to Improve Upon Your Class Flow.

Intro, Icebreaker, Overview

Shorten Time by _____ minutes

Lengthen Time by _____ minutes

Jot Down Quick Thoughts Here:

First Topic

Shorten Time by _____ minutes

Lengthen Time by _____ minutes

Quick Notes:

Break, Pause, Redirect

Shorten Time by _____ minutes

Lengthen Time by _____ minutes

Quick Notes:

Second Topic

Shorten Time by _____ minutes

Lengthen Time by _____ minutes

Quick Notes:

Recap Learning Highlights

Shorten Time by _____ minutes

Lengthen Time by _____ minutes

Quick Notes:

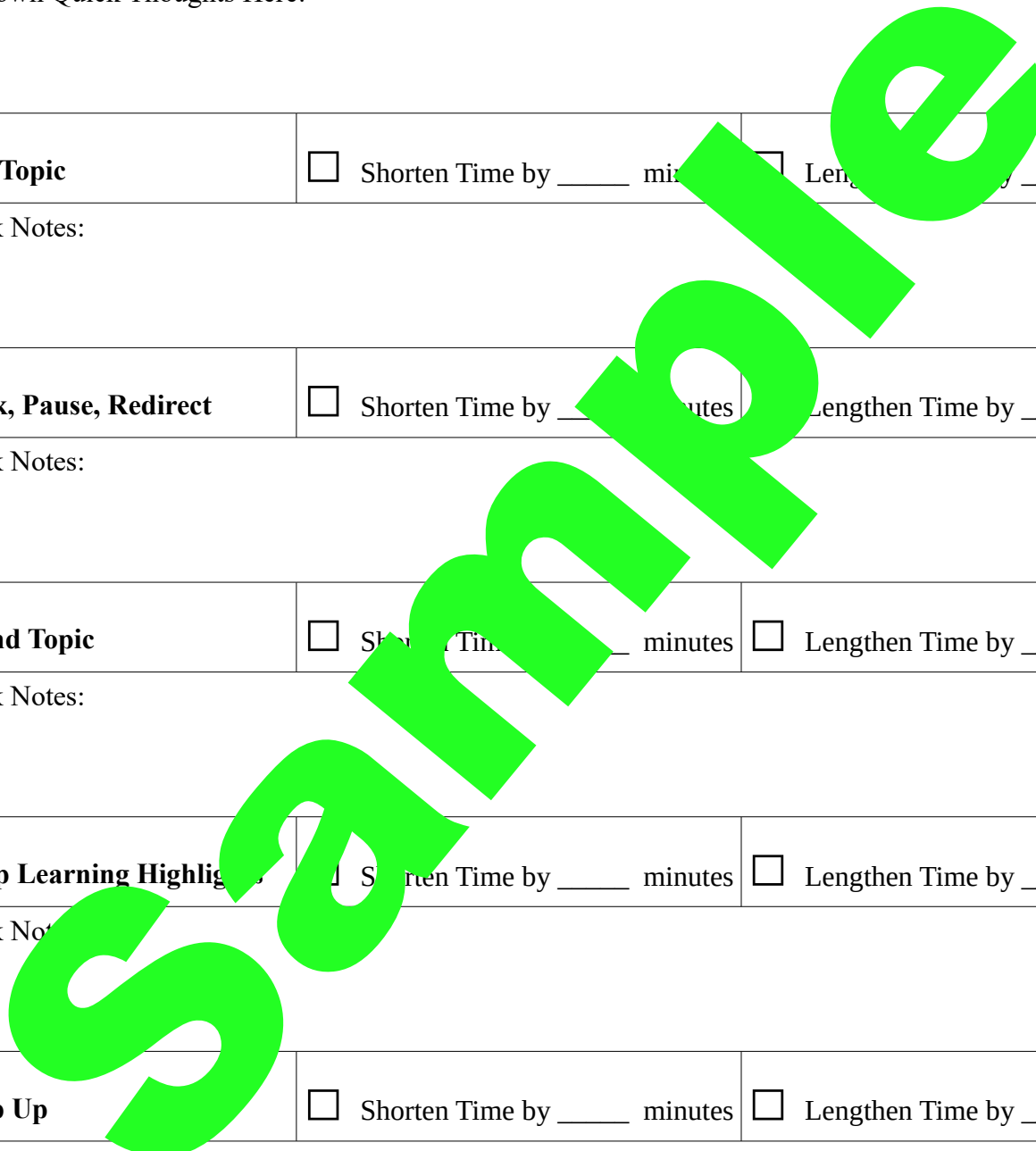
Wrap Up

Shorten Time by _____ minutes

Lengthen Time by _____ minutes

Quick Notes:

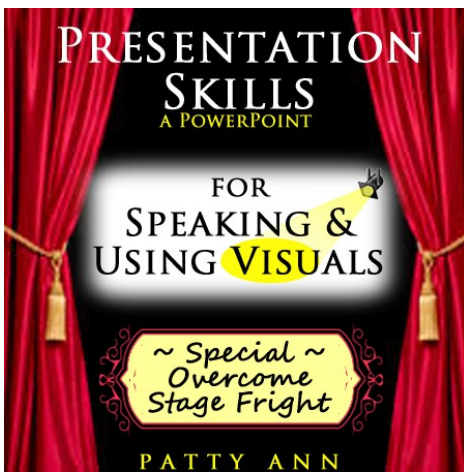
Other Notes:



Check n' Go The 10-Minute Template Designed for a One-Hour Class

Your Ratings and Comments Are Appreciated!

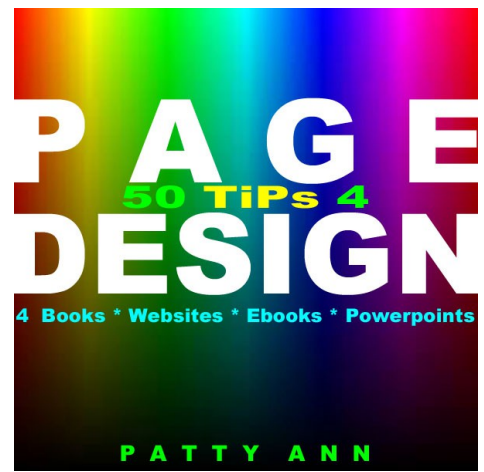
MORE HELPFUL RESOURCES:



Helpful Guidelines for Presentations



Communicate with Your Students with Ease & Confidence!



Design Pleasing Handouts, Promos and Other Layouts.

THANK YOU FOR SUPPORTING

PATTY ANN.NET
PET PROJECT

