

## Winding Down the Term

As the term comes to a close, we often get caught up in the energy around last minute requests for extra credit, grading finals, calculating grades. It can be hard at this time a year to even think about preparing for next term. Often next term prep is put on the back burner because, honestly, we just need a break. To help set yourself up for an easier start to your next term here are a few things you can do in those brief spare moments to prepare.

### Tips to set up a successful start to the next term

- **Give yourself due dates:** Rather than waiting until the last minute and having prep hanging over your head, set due dates for accomplishing mini tasks throughout the break. You'll feel less stressed and will be able to start the new term refreshed and prepared.
- **Plan for innovation:** Want to change your course but don't have enough time for a full redesign? Identify areas where you can introduce small innovations in your course. Small changes can make a course seem new and give you a chance to test out an idea on a single assignment or project without major changes or time commitments.
- **Highlight your course changes:** Print out a copy of course syllabus or schedule and highlight assignments or tests you will be changing for next term. This gives you a quick visual guide and helps you focus when you are ready to prep for next term.
- **Make a Top Ten List:** Before final grades are in make a list of the top ten things that went well and the top ten things you want to improve. Let ideas percolate as you close out the term then when you are ready to prep you will be able to problem solve more effectively.
- **Office Organization:** The end of the term can be frenetic. Before you leave for break take a few minutes here and there to organize this term's files, shred old documents and store records that need to be kept. Coming into a fresh office can help set the tone for your next term.
- **Out of Office Dates:** In the time between terms, remember to set your out-of-office messaging. This helps anxious former students and eager new students from sending multiple emails and gives you time to enjoy the break.

