

Action: Start with
a small activity

Action: Ask students for
their expectations

Action: Create a concept map

Action: Reserve time for
repeating

Action: Set a realistic
learning goal

Action: Select a common
theme for the lesson

Action: Check how the
room is equipped
in advance

Action: Write a lesson plan

Goal: Create a pleasant
atmosphere and prime
a theme or topic

Goal: Visualize the topic
in a structured way

Goal: Help students to follow
a clear line of thought

Goal: Identify things that
students will do
during the course

**Goal: Make sure the content
will be remembered**

Goal: Prepare the
optimal media
for the teaching unit

Goal: Address needs of
individual students

Goal: Plan time and methods
used during your
teaching unit