

## Keith's End of the Day Routine

Here is a routine that was created using the [Chaos to Confidence: 5 Steps to Gain Control of Your Class and Enjoy Teaching Again](#) program. Feel free to use it as is, or adapt it for your classroom situation.

### Keith's End of the Day Routine (4<sup>th</sup> Grade)

1. All students read silently at their desks.
2. At teacher's silent signal, Group #1 cleans the floor under and around their desks without talking. Each student is responsible for anything within 2 feet of his/her chair.
3. Once the floor is clean, students silently get their backpacks, pack them with their planners, homework, etc, and hang them on the backs of their chairs.
4. Students who have end-of-the-day jobs (such as cleaning off the white board or changing the calendar) do them and then return to reading. Those who do not have jobs read after packing.
5. Group #2 starts the cleanup/packing process as soon as everyone in Group #1 has hung their backpacks on their chairs.
6. Continue until all groups have finished, then continue reading silently until dismissal.

### How Quickly?

Under 10 minutes for cleanup and jobs; total reading and cleanup time = 20 minutes

### How Quietly?

Silently (without talking)

### What Could Go Wrong and How to Fix It

1. Student doesn't have a book. Fix by having books and magazines available in the room.
2. Students do the routine in the wrong order (jobs before cleaning, etc). Fix by making a sign listing the steps for the routine. Display sign on the document camera during the routine.
3. Group #2 goes before Group #1 is finished, or goes too late and holds up the routine. Fix by having one student be the scout who signals to the group to go.
4. Students talk. Fix by requiring that group to practice at recess the next day.
5. Students don't clean the area. Same fix.
6. Students forget to do jobs. Post jobs list on the wall. If they still forget, they practice at recess the next day.

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