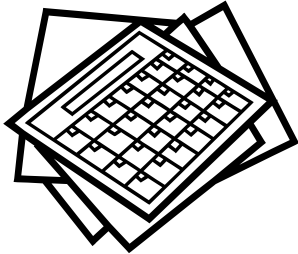


Mark Your Calendars

Rationale: National Board Certification® is a rigorous, time-consuming process. Creating a personal timeline helps candidates manage the certification process with respect to their own obligations and schedules. Committing a schedule to paper makes the process more tangible.



Management

Time: 30 minutes

Materials: Post-it® Flags or Post-its; blank calendars; markers & highlighters (MS Word templates or MS Publisher can be used to make calendars. Community organizations may also donate calendars for the participants.)

Equipment: Computer, LCD projector if using the optional WS2 PowerPoint

Grouping: Table groups

Outcomes:

- Candidates will create a customized calendar to help them manage the NB process.

Instructions to NB Candidate Support Provider:

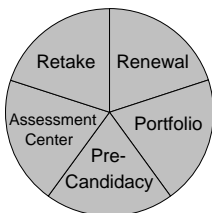
1. Find the “What to do First” page in the *Get Started* section of the NB portfolio. Flag this page. Read the page. Turn to an elbow partner and “Say Something” – make a comment, ask a question or rephrase an important point.
2. Find the *Resources* section in the NB Portfolio. It begins with a page entitled, “Organizing and Time Management”. Read the next 15 pages, stopping at Copyright/Legal Information. Flag pages that you will want to revisit. When participants have finished reading ask: “What stands out in your mind from the information you have read?” Allow time for participants to share ideas and have the opportunity to clarify misunderstandings.
3. Call attention to the Portfolio Timelines included in the Resources section. Two of the timelines are included in the WS2.PowerPoint as an introduction to customizing a candidate calendar.
4. Give out calendars and the *Mark Your Calendar* worksheet (WS2.A1.H1). Provide up to 10 minutes for participants to fill in their calendars. Ask: “What other dates or considerations may you want to be mindful of in planning the National Board Certification process?” Allow time for participants to share ideas.
5. Have participants turn to an elbow partner and talk about what they are going to do first.
6. Use the processing question, below, as a walk-away question – something participants can think about as they head home.

Processing:

- In what different ways might you make time for NB portfolio work in a schedule that is already jam-packed?

Follow-up:

Review and revise the customized calendar weekly.



WS2.A1