How to Use the “Time Clock” Strategy
For Scheduling Partners

1) Give each student one copy of the Time Clock. (see p.2)

2) Give the following directions:

“We are going to use these sheets to schedule partners for the various activities that we do in class.
When I say, “Go,” Take a pencil and the clock sheet, and find a partner.
Write your partner’s name in the blank by 12 o’clock.
When you have done that, wait for further instructions.”

Check for understanding.

Give the “Go” signal and allow them time to find a partner.

When they have finished with one partner, have them find a different partner and repeat the process.
In the same way fill in 3-4 more of the hours that you specify.
i.e. “Make appointments for 3, 6, and 9 on the clock.” (It’s usually easier to fill in only 3-4 at a time.)

3) When you want to use pairs, simply tell the students to meet with their ___o’clock partner. (Select one of the times you’ve had them schedule.)
Note: Keep track of the appointment times you use to easily vary the partners.