



## Quick Tips for Busy ARs

If you only have **5** minutes

Send out an email to your new members telling them about *Works4Me*, NEA's library of teaching tips for members by members. The library is accessible via [www.nea.org/tips/index.html](http://www.nea.org/tips/index.html). These ideas are contained within six categories: Teaching Techniques, Content, Getting Organized, Managing Your Classroom, Relationships, and Using Technology.

If you only have **15** minutes

Check on one of your new members. Ask how things are going and if he/she needs any assistance. Make sure the member has been assigned a mentor.

If you only have **30** minutes

Create a List Serve for the members in your building. You can accomplish this using your address book. You might want to contact your "tech specialist" for information about his process.