0.1 The bell

When the bell rings at the end of class, everything becomes exponentially harder. My advice is to watch the clock like a hawk, so that you can make sure to wrap up the discussion at 2 minutes before the end. The discussion usually leaks over an extra minute, giving you one minute to say any summary comments or give instructions on homework, etc. This can be an important routine even when you have little to say: it makes you seem organized and on top of things.

If you can tell you are going to want to go overtime, because of a red-hot discussion you want to complete or something that's necessary so they can do their homework, announce to them 5 or 10 minutes ahead of time that you will probably be going overtime. It's best if you've let them go a minute or two early once before and have mentioned at the time that you're banking those minutes for such an occasion as this. If they're working in small groups at the end of class, it's less crucial but you still may want to halt them 1 or 2 minutes before the bell for closing remarks - it's even harder to get their attention after the bell when you don't already have the stage.

In short: **don't ever be surprised by the bell**.