

20. Organization of Space

... of supplies, papers, assignments, and classroom information

Have you ever had the “where-did-I-put-that-important-form?” syndrome?

The teacher was sure she had put the list of marks in her Marks folder, but now it simply wasn't there. Panic mounted as she searched frantically through every drawer of her desk and every file folder in her cabinet. She needed those marks. She hadn't recorded them yet! Just when she was about to give up, the missing sheet of paper slipped off her plan book and fluttered to the floor. Saved! This time!

Ten Ways to Organize Space

1. Have specific places for everything. Use bins, colored folders, and labelled boxes for everything from books and papers to “show and tell” collections. Shoe caddies and pocket charts make excellent miscellaneous organizers.
2. Cut the clutter. Keep your desk free of piles of paper. Maximize workspace.
3. Avoid hoarding old lesson plans and materials. Discard any individual lessons or worksheets that have not been used in six months or units that have not been used in a year.
4. Keep a separate file folder for each student; put anything pertaining to the student in it immediately. Cull the files monthly.
5. Keep a personal bulletin board adjacent to your desk. Tack all contents from your mailbox or principal there as soon as you get them. Go through these weekly, culling or responding to them.
6. Assign students to organize and clean specific parts of the room on a regular basis.
7. Use a system of In/Out folders for assignments. Choose a separate color for each subject and keep the folders on a shelf or table (*not* on your desk). Consistently refuse to accept assignments in any other place.
8. Assign a particular place in the room where all materials for the day, such as worksheets and handouts, will be kept. At the end of each day, remove extras and put materials there for the next day.
9. Clean the interior of your car frequently. (Teachers tend to keep *everything* in the back seat or trunk.) Less clutter equals less stress.
10. Clean out your purse or briefcase regularly. Again, less clutter equals less stress.

21. Organization of Time

... including teaching and personal commitments

How often have you thought you'd never finish all of the required curriculum in any given year?

Mr. Parker was frazzled. It was the beginning of June. Already the students were in "summer mode" and he still had a huge chunk of curriculum to cover. He had to make a decision: skip most of the remaining curriculum, or try to force-feed it to the students in three weeks. Suddenly he thought about the past several years, and unhappily realized he faced the same conundrum every June. He wondered if all teachers were like him, but was too embarrassed to ask.

Ten Ways to Organize Time

1. Keep a personal timetable, organizer, or daily planner that you carry with you at all time. Log *everything*, including doctor appointments, upcoming school events, deadlines, and meetings.
2. Write *everything* on a large desk calendar—meetings, supervision responsibilities, upcoming school activities.
3. Establish routines for specific daily activities, such as taking attendance and preparing for recess. They will become organized habits.
4. Time everyday class activities, such as moving from one place in the school to another. Inform the students of how long they have to complete the move; then, ask them to try shortening it by a few seconds.
5. Practise making one activity serve two or more purposes. For example, dismiss students at recess by having each answer a quick question or repeat an important fact.
6. Always have instant activities ready for those difficult moments when work is finished, but there are still so many minutes until the bell. (See "Instant Activities," next page.)
7. Do your best to ensure that directions and instructions are succinct and clear. (See Providing Clear Directions, page 55.)
8. Consistently arrive at school early enough to prepare for the day. Teachers who arrive at the last minute are notoriously less effective.
9. Be a list maker. Prioritize the to-do items and check off daily what you have accomplished. (Scan your old lists when you feel you haven't accomplished anything!)
10. Avoid exceeding time guidelines you set for yourself. For example, if you allow yourself one hour for marking, but are not finished in that time, stop anyway and complete the marking in another self-allotted period.