

Getting It All Done: Time Management and Organization Strategies

“New Teacher Mondays”
Monday, November 18th, 2024





Session Norms

- Engage.
- Collaborate.
- Focus on solutions.
- Demonstrate a growth mindset.

Agenda

- ✓ Pulse Check
- ✓ Time Management Strategies
- ✓ Organization Strategies
- ✓ Questions and Answers
- ✓ Upcoming PD Opportunities



Outcomes

As a result of today's session, you will be able to:

- Identify areas of strength and areas for growth in regard to your own organization and time management strategies.
- Incorporate new strategies into your daily planning and organization routines.



New Teacher Mondays



The “Why”

- Crafted for 1st and 2nd year Pre-K Teachers.
- Designed to provide foundation for key elements of a successful classroom and school year.
- Opportunity to ask questions and get answers from experts.

Pulse Check



How are your time management
and organization habits?



Place a word, emoji, or image in the chat to
answer this question!

**What are some of the tasks that
must be done in your
classroom?**



Write and Maintain a To-Do-List



- ✓ Make a to-do list each day.
- ✓ Prioritize or rank your list.
- ✓ Include all tasks to be done that day.
- ✓ Add things to the list as needed.
- ✓ **Mark items off your list once fully completed!**
- ✓ If it doesn't get done today, move it to the next day's list!



Use a Planner



- ✓ Add events, deadlines, etc. to your planner or calendar.
- ✓ Use your planner for forward thinking and scheduling.
- ✓ Incorporate district/Pre-K calendars and pacing guides/curriculum maps/PD Calendars.
- ✓ A planner can be physical or virtual.



Start and End With a Purpose



- ✓ At the end of the day, leave yourself a note prioritizing 2-3 things to be done the next morning.
- ✓ When you arrive in your classroom the next morning, get those things done first.



Theme Your Days!



- ✓ Give each day a specific “theme.”
- ✓ Examples:
 - ✓ **Monday**-Classroom Labeling/Projects
 - ✓ **Tuesday**-Work Display Updates
 - ✓ **Wednesday**-Filing and Organization
 - ✓ **Thursday**-Classroom Cleaning
 - ✓ **Friday**-Gathering Materials for Next Week



Theme Your Days!



- ✓ Give each larger task a specific “theme” for each day.
- ✓ Examples for Brigance IED-III Assessment:
 - ✓ **Monday**-Physical Development
 - ✓ **Tuesday**-Language Development
 - ✓ **Wednesday**-Academic Skills: Cognitive Development
 - ✓ **Thursday**-Adaptive Behavior
 - ✓ **Friday**-Social Emotional Development



Create Your Own Deadlines



- ✓ Set your own deadlines that are earlier than mandated dates.
- ✓ This encourages you to work more intentionally.
- ✓ If you don't meet your own deadline, you can still meet the mandated one!



Eat Your Frog!



- ✓ What's the thing you least want to do that day?
- ✓ Do that thing first!
- ✓ You will feel accomplished and won't waste time trying to avoid doing this task.

"EAT YOUR FROG"

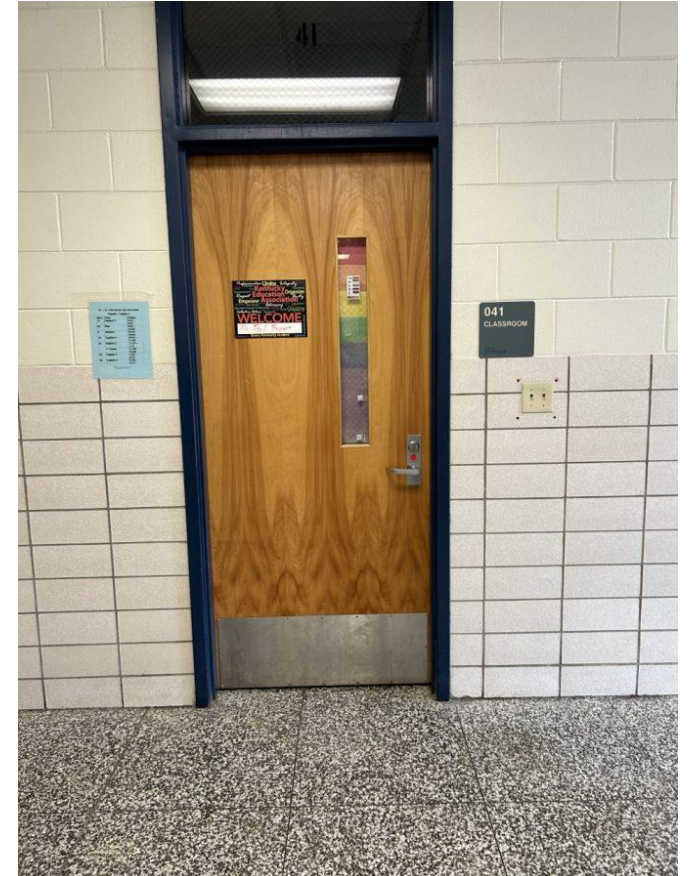


One Stop
TEACHER
Shop

Keep Your Door Closed!



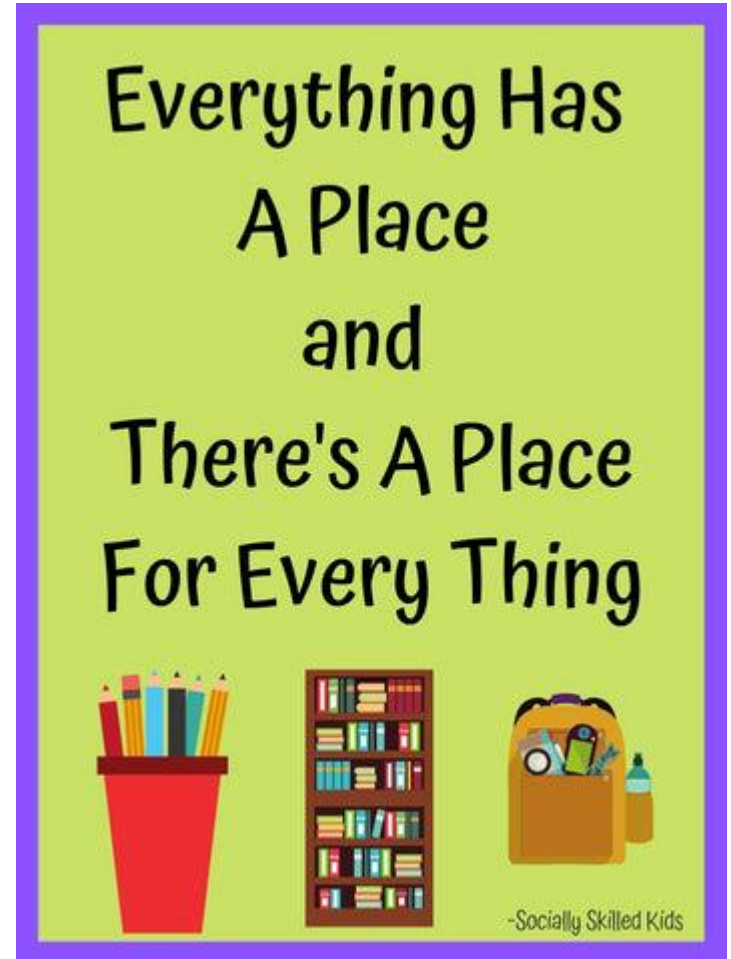
- ✓ Set boundaries.
- ✓ Prioritize time with students, planning time, etc.
- ✓ Reduce opportunities for interruptions.



A Place for Everything!



- ✓ Have a labeled, marked place for all materials.
- ✓ Take the time to return things back to their proper place.
- ✓ Having defined spots for materials keeps organization high and reduces the need to “hunt” for an item.



Don't Touch It Twice!



- ✓ When you pick something up, put it where it goes.
- ✓ This helps maintain organization and develops strong habits.



Use Your Students!



- ✓ Look for ways your students can assist in the classroom.
- ✓ Develop classroom jobs/helpers.
- ✓ Encourage students to assist with prep and clean-up where appropriate.



Be a Self-Starter!



- ✓ Develop your own systems and processes.
- ✓ **Do not wait** to be told when to start or do something.
- ✓ Look ahead and engage in forward planning.
- ✓ Set personal goals and maintain self-accountability.



Delegate



- ✓ Delegate tasks that do not require your specific involvement.
- ✓ **Ask for help!**
- ✓ Accept help when offered!



Communicate Regularly and Effectively



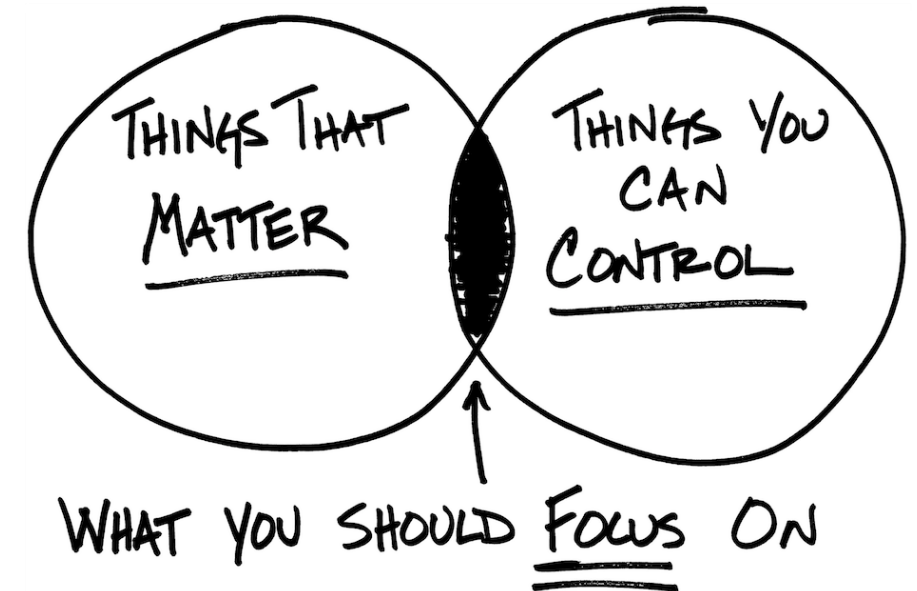
- ✓ Check and respond to e-mail twice daily.
- ✓ Delete or move completed e-mails to folders.
- ✓ Do not remove an e-mail from your inbox until it is fully addressed/resolved.
- ✓ Read and respond to oldest e-mails first.
- ✓ Maintain open lines of communication.



Control the Controllable



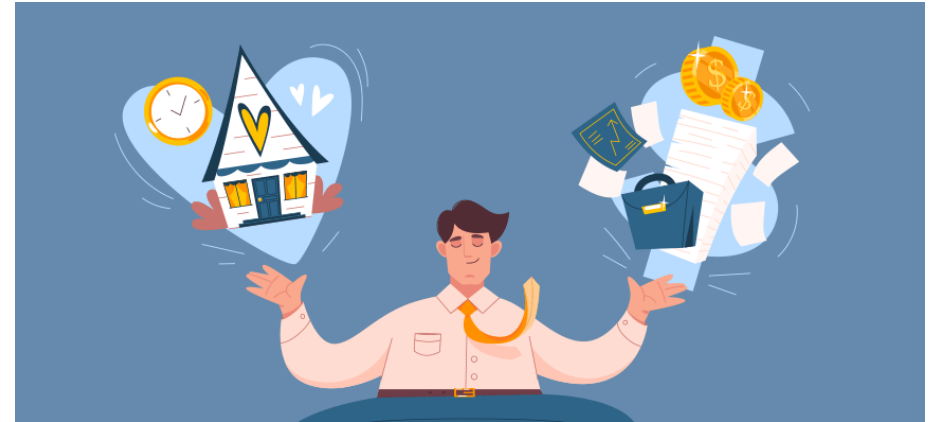
- ✓ Don't waste time focused on things that you can't control or don't help you reach your goals.
- ✓ Focus on your responsibilities and goals.



Keep Your Personal Life in Check, Too!



- ✓ If your home life is running smoothly, you can focus on your job duties while at school without distractions.
- ✓ Develop habits and rituals to stay organized, focused, and prepared.



Your Turn!

What questions
do you have?



Upcoming PD



November 19th

Supporting the Needs of Multi-Language Learners

4:15-5:30pm

3030 Jackson Ave.

November 20th

Strengthening Small Group Literacy Instruction

4-5pm

Virtual