



# "Survival of the Organized: Work Smarter, Not Harder."

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**“The effective teacher organizes and structures the classroom for his/her success, but most importantly, for the success of the students.”**

**~ Harry Wong**

## As a teacher:

- How do you stay organized?
- How do you manage your time?



# Keeping Yourself Organized

## ■ Why?

- Documentation
- Accountability
- Compliance
- Support
- Open Communication
- SURVIVAL



# Keeping Yourself Organized

- SPED Student Information
- Parent Contact
- Learning Objectives
- Student Records/Work
- Consultation/Collaboration
- Schedules



# Keeping Your Classroom Environment Organized

## ■ Why?

- Behavior
- Clear Expectations
- Optimizes Instructional Time
- Learning
- Student-Centered
- SURVIVAL



# Keeping Your Classroom Environment Organized

- Rules, Consequences, Rewards
- Routines/Signals/Breaks
- Reading Groups
- Logs
- Centers
- Classroom Jobs
- Participation
- Absenteeism



# Keep in Mind

- Telling a student what to do is not sufficient. All procedures must be thoroughly taught.
- You must model, observe, coach, acknowledge, practice, and reinforce. (Wong, 2000)



# Other Things to Keep in Mind

- “Create a learning environment rich with positive suggestions... Your students are learning much more than what you are teaching.”  
(Jensen, 2000)
- Physical activity boosts learning.
- Encourage positive interactions and relationships among students.
- “Participation and motivation are boosted by inclusion, ownership, and choice.” (Jensen, 2000)



# As a teacher:

- What would you like to improve?
  - Prioritize your goals
  - Plan
  - Get support





# Questions & Answers Session ???