

**EARLY CHILDHOOD TEACHING: Easing Stress, Increasing Engagement**  
Your guide to professional, personal, classroom, & child management strategies.



**10 Tips to Stay Organized in Demanding Early Learning Programs**  
Session II

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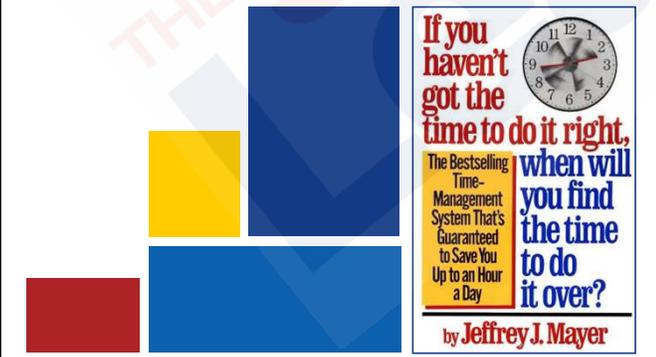
**Our presenter**



**Toni Cacace-Beshears**  
SFL Treasurer and Board member  
Retired CEO, Children's Harbor  
Adjunct Professor Tidewater  
Community College

**Today's Objectives**

<p><b>UNDERSTAND</b></p> <p>Understand the importance of staying organized in your demanding environment.</p>	<p><b>LEARN</b></p> <p>Learn organizational techniques to be more efficient throughout your busy day.</p>	<p><b>DISCOVER</b></p> <p>Discover time-management strategies to accomplish tasks faster.</p>
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**If you haven't got the time to do it right, when will you find the time to do it over?**  
The Bestselling Time-Management System That's Guaranteed to Save You Up to an Hour a Day  
by **Jeffrey J. Mayer**

**UNDERSTAND THE IMPORTANCE of an Organized Office/Classroom**

<b>O F F I C E</b>		
<b>C L A S S R O O M</b>		

## Workspace vs. Time Management



Time Management



Environmental Organization

## Understand the Importance of an Organized Office/Classroom Perils of being a "Pilemaniac"



Office Organization

1. Think through your file system
2. Label Everything
3. Label wires
4. Manage cords
5. Keep calendars and important lists in plain sight.



Office Organization

6. Put monitors on shelves
7. Use a spice rack
8. A pegboard and rolling cart
9. Convert a muffin tin to store odds & ends
10. Tame Desk Clutter with an Undershelf Basket



Our Top 10 out of 100 Ways to Organize Your Classroom

1. Empty Tissue Box
2. Post it Notes
3. Address Stickers
4. Mittens
5. Velcro Your Walls

Adapted from:  
<https://www.scholastic.com/teachers/articles/teaching-content/100-classroom-organizing-ticks/>



Our Top 10 out of 100 Ways to Organize Your Classroom

6. Reflections
7. Reduce Clutter
8. Bring Nature Inside
9. Save the Brushes
10. Match Up

Adapted from:  
<https://www.scholastic.com/teachers/articles/teaching-content/100-classroom-organizing-ticks/>



**S  
I  
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P  
L  
E**

- Sort your things
- Identify what to keep
- Make a home for it
- Put it in containers
- Label
- Establish a system

**TIME MANAGEMENT** Make Your Day Work for You

- Create a Master List
- Give Yourself a Raise
- First Things First
- Don't Panic
- Prime Time
- Get Off the Beaten Path
- On the Road Again

**Develop Ways to Stay on Task**

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**CREATING** and Using a Master List



**Single List of All Your Work**

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**GIVE** Yourself a Raise



**Price of Your Time**

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**FIRST** Things First



**Determining Your Priorities**

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**DON'T** Panic



**How Do You Handle Emergencies?**

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**PRIME Time**

Using Your Most Productive Time to Do Your Most Productive Work

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**GET OFF** The Beaten Path

Do Things at Times When Nobody Else is Doing Them

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**ON THE ROAD** Again

Staying in Touch When You Are Out of Town

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Discover Time Saving Methods

Calendaring		Schedule Time to Work
Scheduling Vacations		Track Your Time
Childcare Management Systems		Date Your Drafts
Cross Training		

Discover Time Saving Methods

Calendaring	

Discover Time Saving Methods

Scheduling Vacations	

## Discover Time Saving Methods



Childcare Management Systems

## Discover Time Saving Methods



Cross Training

## Discover Time Saving Methods



Schedule Time to Work

## Discover Time Saving Methods

DAILY PLANNER

Date:	
7:00 AM	
7:30	Arrival / Bathroom
8:00	Breakfast
8:30	Greeting / Gross Motor
9:00	Centers / Clean / Gross Motor (10 Min)
9:30	Large Group
10:00	Lunch / Bathroom
11:00	
11:30	Quiet Time & Planning (60 min.) / Snack (15 min.)
12:00 PM	
1:00	Centers & Clean-Up (1 hr) / Gross Motor (10 min.)
1:30	
2:00	Dismissal
2:30	
3:00	Meetings / Planning
3:30	
4:00	

Track Your Time

## Discover Time Saving Methods

Please help us follow these procedures in order to keep your children as we implement this new procedure. Student drop-off will move mor understands how it works. Our goal is to provide a safe environment f

PARENT DROPOFF -- 2018.KLS.NOV.V001

Date Your Drafts

## ~ Skills in the Classroom TIME MANAGEMENT



- 1 Make the Most of Planning Time
- 2 Daily Schedules
- 3 Weekly Plans
- 4 Submitting Paperwork

Time Management Skills in the Classroom  
**Make the Most of Planning Time**



Time Management Skills in the Classroom  
**Daily Schedules**



Time Management Skills in the Classroom  
**Weekly Plans**



Time Management Skills in the Classroom  
**Submitting Paperwork**



Working with Disorganized Individuals | How to work with them

- 1 The Searcher
- 2 The Improviser
- 3 The Constrictor
- 4 The Hesitator

Working with Disorganized Individuals | 4 styles of disorganization to consider

1 Focus on their strengths

2 Document all communication

3 Prioritize

4 Be a problem solver

Working with Disorganized Individuals | Strategies

5 Keep things simple

6 Develop teams/committees

7 Clarify before you delegate

8 Treat as a valued client

Working with Disorganized Individuals | Strategies

9 Manage interruptions

10 Plan ahead

11 Be concise

12 Research and suggest tools

Working with Disorganized Individuals | Strategies



**Beat the Clock**  
Give yourself more time to think.

**Quality Time**  
Time saved at work is time for you.

## Resources

1. Mayer, J. (1990). *If You Haven't Got the Time to Do It Right, When Will You Find the Time to Do It Over?* New York, NY: Simon and Schuster. (1991 in Paperback by Fireside)
2. Truby, D., & Kaesshaefer, M. (n.d.). 100 Classroom Organizing Tricks. Retrieved November 23, 2018, from <https://www.scholastic.com/teachers/articles/teaching-content/100-classroom-organizing-tricks/>
3. Jacquelyn Smith, Forbes Staff, 17 Tips For Working With A Disorganized Boss from <https://www.forbes.com/sites/jacquelynsmith/2013/09/26/17-tips-for-working-with-a-disorganized-boss/#1108b1319805>
4. Virginia Foundation Blocks  
<http://www.doe.virginia.gov/early-childhood/curriculum/foundation-blocks.pdf>



**NEXT** webinar series

**EARLY CHILDHOOD TEACHING: Easing Stress, Increasing Engagement**  
Your guide to professional, personal, classroom, & child management strategies

Top 10 Winning Strategies for Managing Stress in  
Early Childhood Education.

Tuesday, March 26, 2019 @ 1:00 PM ET

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