



IDEAS to go...

Documenting and Binders

Staying organized helps maximize planning and instructional times. Try these ideas:

1. Organize important documents in binders by category for easy access. Keep handy clear plastic sheets, a three-hole punch, and dividers to add items quickly as needed.
2. Use a notebook or PDA to record phone numbers, meeting information, parent/guardian contacts, messages and tasks. Pertinent details will be in one place rather than on multiple pieces of paper, which can get lost.
3. Always document parent/guardian contact, including date, time, and context of discussion. Retain this information as a reference. Good documentation lessens chances of miscommunication or memory lapses. Give a copy to your supervisor in case questions arise.
4. Consider logging challenges that occur and the strategies employed, along with the outcomes for each. You can use the log to facilitate problem-solving discussions and develop effective strategies for handling or resolving future challenges.

Shared by Laurie Ann Ross, Educational Coordinator, Madison Central School District, NY

Preventing Piles of Paperwork

As soon as you check your mailbox, take 5–10 minutes of your planning period to file, respond, or discard each item. On your calendar, record the dates and related information from memos, bulletins, and other documents. Once this information is recorded, you either can file the memo for future reference or toss it in the recycling bin.

When you receive an item requiring a response, go ahead and respond. If you put it off until later, you may find that you've missed an important deadline. If the item requires a lengthy response, such as an ARD recommendation or other special ed paperwork, then schedule a response time on your calendar and put the item into a special folder so you don't forget.

Shared by Emma McDonald, Texas educator and founder of www.inspiringteachers.com.

Getting Organized

What ways of differentiating instruction have been effective for your students? Please e-mail them to NewsEditor@kdp.org.