

Timesaving and Organizational Tips

Work-Saving Ideas Especially for Teachers

Written by

Barbara Gruber, M.A., Author, Seminar Presenter, Former Teacher

Sue Gruber, M.A., Teacher, Author, Seminar Presenter

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TN-2210 *Timesaving and Organizational Tips*

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P.O. Box 57037 Number 448 Irvine, CA 92619-2619

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Organize Your Classroom Space

Get the most from your classroom space with these ideas!

Traffic Patterns

Take a look at your classroom to see how easily the children are able to move through daily routines. If there is a pileup in your doorway every morning and afternoon as the children enter and exit the room, it might be time for some changes. Consider moving half of your coat hooks or cubbies to the other side of the room to decrease traffic. Sometimes a few simple changes can really help foot traffic flow more easily in your classroom.

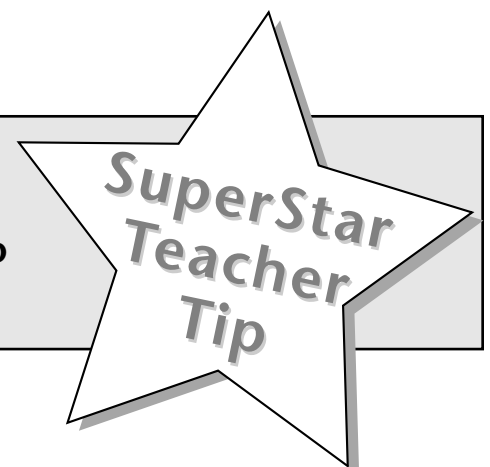
Designate Classroom Areas

Think about the specific classroom areas you need to fit to your teaching style. Name each space in your classroom as you create it, so children can easily find it. For example, once you find the ideal place in your classroom for your students to gather for reading aloud, start calling it the "read aloud area." This cues students to what is coming next in your schedule. If your students do a lot of messy projects that need to sit out to dry, find a spot in your room to designate as "the drying area." Once your students know the specific areas of the classroom, the children's movements become streamlined and unnecessary questions decrease.

Number Learning Centers

Hang above every learning center a double-sided sign labeled with a number. Show the students the numbers and then refer to the centers by number. When you number the centers, the children know exactly which one you are describing. Consider designating a spot on the counter for a stacking tray organizer system to use with centers. Use as many trays as you have centers. Number the trays to correspond with each center and store necessary materials for each center in the trays.

Draw and laminate a map of your classroom. Use dry-erase pens to indicate seating. Substitute teachers will appreciate having the classroom map and seating chart.



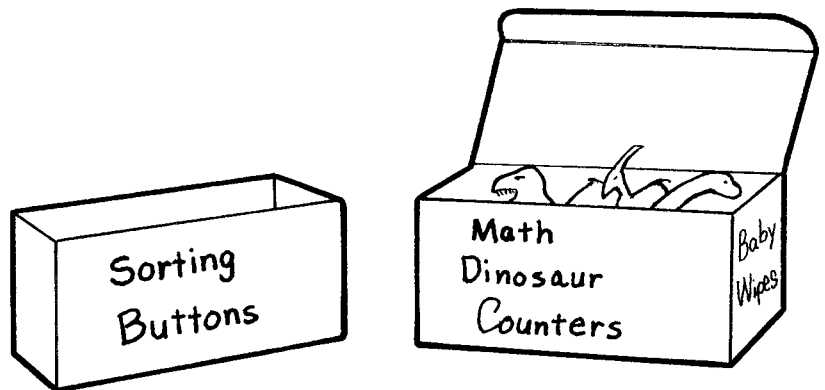
Organize Your Classroom Materials

★ Organize Classroom Materials

Keeping your classroom materials organized saves time. Here are some terrific ideas using free materials to help you get your classroom organized and keep it that way!

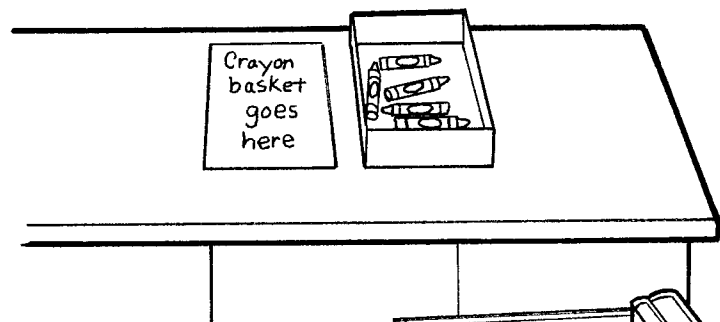
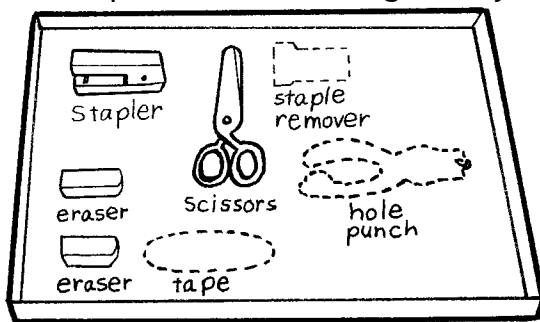
★ Free Containers

Plastic baby-wipe containers are perfect for storing arts and crafts supplies, game pieces, and math manipulatives. Label the containers with a permanent marker. Ask parents to save baby-wipe containers for you.



★ Place It and Trace It

Have you ever been in an incredibly organized garage where all of the tools hang on pegboards? You can instantly tell if a tool is missing because its outline is traced on the pegboard. Here's an easy way to bring the pegboard tool idea into your classroom! Gather the supplies you use most and trace their outlines on the inside of a box lid. Label each outline. Trace on pieces of tagboard large items that don't fit well inside box lids. Label the tagboard outlines and tape them to countertops and tables. At a glance, you'll be able to see which supplies are missing.



★ Instant Theme-Study Storage

Think about your favorite theme studies and units that you teach each year. Have you accumulated so many materials for each unit that it's impossible to store everything in your file cabinet? Save the covered boxes from reams of copy-machine paper. Label the box with the name of the theme and store all of your materials in the box.

