



### SPRING ORGANIZATION!

Are you drowning in paper and responsibilities? Does your head feel like it is going to explode? As SLPs and SLP-As, we have incredible organizational challenges. The penalty for dropping a "ball" can be severe. Often, we need to not only organize ourselves, but track other people's action items as well.

For example, what happens when a Permission to Assess or a Teacher Survey is not returned? As a staffing coordinator and clinical fellow supervisor, I am always looking for efficient paperwork management methods and decided to devote this issue to some of our staff favorites, both digital and paper-based.

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### Paper Resource #1

**THE BRAIN BOOK**-This is a three-ring reference binder to clear up your brain and your bulletin board! Sample tabs could include:



#### \*Phone and address lists

\***Maps**-sites within the district, other locations you visit, places that you send parents out of the district

\***Schedules**-music, physical education, district, minimum days, personal

\***Computer**-program directions, trouble-shooting, cheat sheets, model and serial numbers

\***Forms**-samples or copies of often-used forms

\***Web sites and passwords**-lists of commonly accessed web sites and passwords - yes, some need to be secret, but most do not

\***Waiting for**-an on-going list of documents that you are waiting for from someone else: permission slips, signatures, skills inventories

\***Agendas**-a spot to record questions/agenda items for the next speech meeting, informal conversations with the principal, computer tech or even the school custodian

\***Errand List**-keep sticky notes here labeled with necessary errands to be completed. For example, my sticky for Staples currently has rubber bands, small hole punch, and a binder. I can simply grab the sticky when I need it and I don't forget what to pick up. Perhaps a district office sticky? One for the curriculum lab?

\***Projects and goals**-a spot to park a list of project ideas or on-going brainstorming and goals

This go-to resource is so valuable, you'll wonder how you survived without it!

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### Paper Resource #2

**THE IEP BOOK**-A second binder with information commonly needed at IEP meetings. In a nutshell, if you grab this binder and the student's data, you have what you need for a successful IEP meeting. What would yours contain? Ideas:

\*Web sites to refer parents to information regarding certain disorders

\*Web sites for activities parents can access for homework or language enrichment activities

\*Consents for evaluations and re-evaluations

\*Permission to share information forms

\*Developmental norms

\*Normal bell curve diagram - enlarged for using to explain testing

\*Special education rights brochure

\*Placement forms

\*Verification of exceptionality

\*Updated calendar of IEP schedule to help with future scheduling

\*Print out of current caseload and schedule

\*List of updated referrals for resources

\*Copies of visual supports

\*ASHA's severity ratings and recommended times for services

\*Sticky notes for quick reminders to parents or participants

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## Google docs

### Digital Favorites

Many teams, including ours, have begun using Google docs to share information collaboratively between sites. Items can be added by any team member or the administrator. Access can be limited to anyone on the team, or limited to specific members. This offers a quick and practical way to share documents:

\*a colleague's great data collection form that you see at a meeting

\*an on-going list of materials people have used in social skills "lunch bunch" groups

\*the procedures for referring a bilingual student for testing

\*a master list of available test materials by site

\*a book/materials wish list (who knows...a colleague may have one you can borrow!)

Some teams are even using Outlook or Google calendars to schedule meetings and indicate who can attend! The cost is right, free, and quick "how-to" tutorials are available through Google or [www.lynda.com](http://www.lynda.com).

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### Featured Book

**Getting Things Done: The Art of Stress-Free Productivity**, by David Allen

David Allen's basic premise is that our ability to be productive is directly proportional to our ability to relax. His systematic method of achieving stress-free productivity, by managing all the niggling details thrown at us, is gaining more and more momentum. We strongly recommend that you look at his book and ideas, either at [http://www.davidco.com/what\\_is\\_gtd.php](http://www.davidco.com/what_is_gtd.php) or at your local bookstore. Practical and effective - just what we need to handle the end-of-year chaos!

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Are you interested in hearing more about Pacific Coast Speech Services, Inc.? Click here to complete a [speech clinician inquiry](#) and we will contact you within 24 hours to discuss opportunities available for you! If you are an administrator, we also have a [job posting form](#) if you have a vacancy or caseload overage. At publication, we are already discussing contracts for next Fall and addressing summer needs as well. We are also available by phone at 714-731-6630 - we would love to chat!

All our previous newsletters are archived on our website. Some of the most popular articles from [past editions](#) include our recent feature on technology, a communication cake illustration for helping parents see the benefit of reducing services, and a frequently referenced article on the grieving process as it relates to IEPs. As always, feel free to forward this newsletter to others!

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### JOKES FOR KIDS!

**What kind of tooth is worth a dollar?**

A buck tooth!

**What kind of dance do you do on a trampoline?**

Hip-hop!

**What's a tornado's favorite game?**

Twister!

**What do cows listen to?**

Moo-sic!