SPRING ORGANIZATION!

The planner for dropping a "bell" can be severe. Often, we need to organize ourselves, but there are too many action items as well.

For example, what happens when a permission to Assisam or a Teacher Survey is not submitted? The following coordination and clerical officer supervisor, I always manage to look for efficient paperwork management methods and decided to devote this issue to some of our staff favorites, both digital and paper-based.

Paper Resource #1

THE BRAIN BOOK

This is a three-ring reference binder to clear up your head and your brain-buster! Sample tabs could include:

- Phone and address lists
- Maps/locations within the district, other locations you visit, places you send parents
- Schedules, music education, district, minimum days, personal
- Computer program directions, troubleshooting, shooting crises, model and serial numbers
- Forms, samples or copies of often-used forms
- Web sites and passwords list of commons accessed web sites and passwords - you, some need to be secret, but most do not
- An on-going list of documents that you are receiving for seminar/cons reassuring, signs, signatures, skills inventories

Request a spot to record occasional agenda items for the next meeting speech, informal conversations with the principal, computer tech or even the school custodian.

Earbud List - keep stethes notes here labelled with necessary seminars to be completed. For example, a stethes of Stethes currently has rubber bands, half size pouch, a binder. I can simply grab the stethes when I need it and I don't forget what stethes used for it.

Projects and goals - a spot to park a list of project ideas or on-going brainstorms.

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

Paper Resource #2

THE IEP BOOK

A second binder with information common needed at IEP meetings. If you need to preview if you think the student 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 advocates parents can access for information on language enrichment addenda
- Copies for evaluations and re-evaluations
- Permission to share information
- Developmental norms
- Normal bell curve diagram - organized for using to explain teaching
- Special education rights brochure
- Placement forms
- Verification of expectation of goals
- Updated calendar of IEP schedule to help with future scheduling
- Print out current classes and schedule
- List of items referred for resources

As a copy of digital supports

ASHA's seven ratings and recommended terms for services

Sticky notes for quick reminders to parents or participants

Digital Favorites

Many teams, including our, 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 on a need to know basis or can be 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 organizing tool for doctors people have used in social skills "kumbur" groups
- The procedures for referring a linguistic assistant for testing
- A list of relevant texts and websites
- A book/materials list with links (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, which might be right, free. And now "how to" tutorials are available through Google or www.bbc.co.uk

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 approaching stress-free productivity, by managing all the meetings details and words, is gathering more and more momentum. We strongly recommend that you look his book and ideas, either at http://www.attachment.com

What kind of toast is worth a dollar? A Hot dog rag

What kind of dance do you do on a trampoline? Hip-hoop

What is a tornado's favorite game? Tic-Tac-Toe

What do lions have? More spot