

organization

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I find it best to have binders for most items, as well as a planner and lesson plan book.

I write out my lesson plans in my lesson plan book, but I also have them typed out in detail with any worksheets attached, and those go in a binder. I have one binder per quarter.

The class roster and schedule is in the front of my grade book. I also have a poster with my schedule on it - to prevent my students from asking what time something occurs (they'll drive you crazy with that otherwise!).

I have a folder with my state benchmarks, so I can easily look up something.

I have a binder with my "year-at-a-glance" that I just worked on this summer. I have pages in it with other ideas (decorating, read alouds, etc...) so I have all of them in one place.

It sounds like a lot, but I have to be able to get my hands on things easily - I hate to dig for something - I'll forget what I'm looking for if I do that! LOL