

WEEKLY ORGANIZATION CHART

for an organized classroom that fosters better behavior, better time management, and more learning

Beginning of Semester Checklist

Weekly Checklist

Practice with students where you want them to line up outside of the classroom in case the door is closed.	Have a table with the work already set and ready for them to pick up – warmups, homework worksheets, note sheets, and any other supplies they might need.
Have a bin where work needs to be turned in.	At the end of each day or week, all extras should be destroyed, shredded, or placed in a temporary file folder to hand to absent students.
Practice with students how you greet them one by one as they walk in.	If there are classroom strategies and resources, like algebra tiles, cutouts, dice, etc., they can be stored small boxes or plastic bins with labels.
Have a table with the work already set and ready for them to pick up – warmups, homework worksheets, note sheets, and any other supplies they might need.	If there is a pile of paperwork sitting on the teacher desk that has not been touched for months, the pile should be destroyed, or scanned to save on the computer.
Have a pencil box at every desk that contains supplies they might need. If a pencil box is too expensive, another idea is to purchase Ziploc bags (gallon-size) to have color pencils, a highlighter, pencil, and any other supplies they might need for the day.	Supplies that do not get used very often, like glue, can be placed in plastic bins or boxes for neat safekeeping in the classroom closet.
Clean out file cabinets at the end of each semester to avoid clutter and overfilled paperwork.	During each day of each weekday check emails once in the morning and once in the afternoon. When students are engaged in classwork, it is best to stay in proximity and walk around to see and hear what they are doing.
Set up boards; students should know where to look to see the daily agenda, the lessons that are being taught that day, and all other board protocols.	During each day of the week, walk all around and make sure everything is neatly tucked away where it should be before leaving for the day. The next day, everything is ready for a fresh, new day.
The walls should be organized so students know what to look for and where. There should be a section for student work, one for inspiration, one for items pertaining to your content, etc.	Find pictures online of organized classrooms to come up with ideas to better organize your room. There are excellent resources available that address classroom organization.
Visit other teachers' rooms – teachers who have it all together in their clutter-less organized classrooms – to learn from their ideas and practices.	Set 15 minutes every Friday to look through cabinets, drawers, and closets for messes. It is better to clean and organize for a fresh start the next week. There are always 1 or 2 or more supportive parents who are willing to come and organize because they know how much it affects overall academic progress.
Have a supply cabinet with items skillfully placed next to each other – file folders, files, binders, etc. This system of placing items belong together is better than having a supply cabinet where everything is mixed.	Have a system set up to hand work back to students that has already been graded. On the first day, show them how to store their work in their binders. Show them how to use dividers so they can store their graded assignments effectively. On a weekly basis, make sure all work is handed back.
Let students know where they need to keep their items – behind the next, on the right, on the left, under the seat, etc. By having a system in place, it will prevent them from having things thrown around where items can mysteriously disappear.	Before leaving on Friday, make sure the top of your desk is neat and orderly with everything in its place. There should be very few piles and stacks – unless it is all made up of documents that you are working on that week and will finish soon.

The more organized the teacher is, the better his or her ability to have *systems* set up that can improve his teacher, and students' learning. Classroom organization will lead to efficiency and ultimately, a more balanced life between work life and personal life.