

Six Tips and Tricks to Help you Stay Organized

1. Use a “visual outline” of the class period
 - On board
 - Handout
2. Visually display – and refer to – learning objectives each class session
 - Don’t do the flip-through
3. Set and communicate a grading deadline for assignments
 - Conveys expectations
 - Relates to 9 Principles of Effective Teaching
4. Set and communicate a deadline for responding to student emails
 - Conveys expectations
 - Relates to 9 Principles of Effective Teaching
5. Communicate exceptions in more than one way (could be done with many things, but at minimum the exceptions: class time change, due date change, exam-related change)
 - Reduces frustration for you and students
6. Organize your to-do list – Making change happen
 - Practice – Bullet Journal

References and Resources

Clement, Mary, “Six things that make college teachers successful” (2014). Retrieved from <http://www.facultyfocus.com/articles/faculty-development/six-things-make-college-teachers-successful/>

Torosyan, Roben, "Time management reminders to myself" (2010). *CAE Faculty Publications*. Paper 5. <http://digitalcommons.fairfield.edu/cae-facultypubs/5>

Bullet Journal website <http://bulletjournal.com/>

How to Bullet Journal video: <https://youtu.be/fm15cmYU0IM>