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


Bullet Journal website http://bulletjournal.com/

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