

# Paddy Eger

## Educating America

### News on Schools



A Newsletter Supporting k-8 Classroom Volunteerism

Summer 2016

Volume 16:2

## Welcome to another newsletter from Educating America

This quarter's newsletter is focused on **Getting Organized**. Please note, all future newsletters will be sent digitally. I continue to invite you to share them with friends and those interested in educating our youth.

### Getting Organized



There's a great resource from Free Spirit Publications entitled, *Get Organized without Losing It*. That says everything in a nutshell.

As a teacher, classroom assistants, volunteer, or parent, we're often in a struggle with kids over keeping track of possessions like supplies, books, coats, backpacks, getting places on time, as well as keeping their space tidy. Let's look at a few school-related ways to end our shared frustration.

First, it helps when we lead by example. With our materials and supplies in specific locations, we're 'organization in action.' When we ask students to plan ahead, to keep spaces tidy, follow a procedure while working, share how they organized their ideas, and give them specific deadlines, we're pointing them in the right direction. The skills for getting organized apply to school work and classroom organization from when they arrive until they pack up to head home. They continue into homework time and prepping materials to bring back to school.

Second, it helps develop their sense of pride, once they find a way to organize that works for them. I have a dear daughter who decided that using the floor as her place of organization was her favorite way to keep things within reach. As a neatnik, I struggled with her for years, trying to revise her plan to no avail. Much to my surprise, I discovered she could find any piece of paper or piece of clothing she needed without hesitation.

I didn't find a way to handle the mess I saw or to find a way to come to a compromise, and I don't think her organizational style is advisable. I hope you will find the following ideas helpful.

Check out the following materials as well as the free downloadables charts and information related to school supplies, tool boxes, process charts, school study space, school place on my website ([www.paddyeger.com](http://www.paddyeger.com)).

...continued on page 2

Getting Organized	1
Quotes to Ponder	1
About Me	2
Study Guide Layout	2
Project Planner Form	2
Resources	3
One Way to Look at It	3
Need Organizations Tools?	3
Final Notes	3
Ideas and Materials	4

### Quotes to Ponder

*Once you have a clear idea of your priorities – that is your values, goals and high leverage activities, organize around them.*

~ **Stephen Covey**

*Clutter is nothing more than postponed decisions.*

~ **Barbara Hemphill**



My name is Paddy Eger. I'm a retired teacher, a volunteer trainer, a classroom volunteer, a blogger and a writer across several genre. When I'm not writing YA novels, my focus is on encouraging adults to volunteer in classrooms

One of the greatest pleasures of my week is stepping into classrooms to support teachers and students. I'm one of those retired educators who can't stay away. I enjoy helping students with reading and writing and watching the ah-ha's light up their faces.

As you read through this newsletter I hope you will share your ideas and comments with me through my email [Paddy@PaddyEger.com](mailto:Paddy@PaddyEger.com)

You are invited to share this information with other interested persons. All I ask is that you credit me as your source and include my website address. —Thanks.

**Find me on:**   



and



Getting and staying organized means being able to locate information when you need it. Here are a few tricks to get you started.

### For hard copy materials (books, copied pages)

### With young kids:

- Use flags in books to locate important information after it is read the first time.

### Age 9 and older

- Use stickies and write information about what is found on the page.

**For online information, tag important information to retrieve later**

- Highlight
- Bookmark



## Study Guide Layout

You can find the full size version of this resource on my website.

[illegible]

## Project Planner Form

Use this form or create a form to match your project. Include all major steps needed to complete the project according to the directions provided.

LONG TERM PLANNER for

(school subject) PROJECT

Title:

Date Due:

Steps needed:

Date Due:

Research/Take notes

### Outline/Plan

Written Rough Draft

Visuals/Models/etc.

Final Written Copy

## Presentation

## Resources on Organization

### Books:

- Get Organized Without Losing It by Janet Fox, Free Spirit Publications
- How to Organize Just about Anything by Peter Walsh, Simon & Schuster Publishers
- B.J. Pinchbeck's Homework Helper online visit: [www.bjpinchback.com](http://www.bjpinchback.com)



### One Way to Look at It (Q&A)

Dear Paddy,

*It all sounds great if you have one child, but I have four kids: a three-year old, a five-year old, a seven year-old, and a teenager. My day begins at six AM and ends at ten PM so how on earth can I add more tasks as I try to keep all of them organized?*

Miss-Organized Mom

Dear Miss-Organized Mom,

I know it's hard to stay organized ahead of a family of kids, but why not put them to work? First, have the eldest act as guide for the three younger ones. Then give each child daily tasks: one that helps the family and one meant to help themselves get and stay organized. For example, for the family, the three-year old can carry used kitchen towels to the laundry, help bring in the mail, and put napkins on the dinner table. For himself, he can put his dirty clothes in a hamper, put toys away in baskets, and help feed the goldfish.

At first, it may feel like a burden, but that will change with time. If you help the eldest child direct the others, you eventually be able to catch your breath. You might even get a chance to sit down for a few minutes! Good Luck!



### I want to hear from you!

Tell me about your adult assistant achievements, successes and challenges.

I welcome your feedback, ideas for future newsletter content and contact information for anyone you would like to receive this free resource.

I'm available for interviews, speaking, training seminars and guest blogging.

Write me at [Paddy@PaddyEger.com](mailto:Paddy@PaddyEger.com) or call 425- 420-5161 for more information.

### Need Tools for Organization?

Tired of kids in small groups needing a sharp pencil? a paper clip? scissors? Want a way to keep them focused and seated?

Each pouch can be fastened into a 3-ring notebook or kept loose in the zip closed pouch. It's easy to grab up and take outside the classroom.

Kits are available for \$6.50 USD each and includes tax and shipping within the U.S. Supplies are limited. Receive delivery within 14 business days.



Small Group Tool Pouch

### FINAL NOTES

Getting kids organized is like building Rome; it won't happen overnight. Pick out three most important tasks, help kids become comfortable and able to use them, then add one or two more and repeat. If you model the skills you wish to see in kids, it helps!



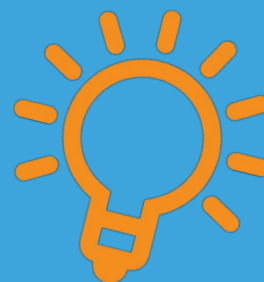
## Looking for Ideas to Train Para Educators or Classroom Volunteers?

Training classroom support takes more time than most educators have available.

Book a training session today!!

- \* Sessions are tailor-made to meet your needs.
- \* Presentations are hands-on and interactive.
- \* Training sessions range from 45 minutes to 3 hours.

Want details? Contact me, Paddy Eger, at 425-420-5161 (west coast business hours). Together we'll create a plan that works for you anytime of the year.

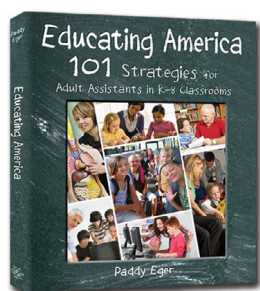


## Educating America materials provide quick and easy ideas!

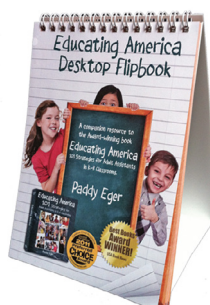
They include the award-winning *Educating America: 101 Strategies for Adults in K-8 Classrooms*, a desktop flipbook and a workbook. Take a look inside each when you visit [www.paddyeger.com](http://www.paddyeger.com) and select the Educating America portion of the website.

The book, flipbook, and workbook are available from your favorite bookstores, Tendril Press, and online sources for ebooks. At this time, the student reminder cards are available through my website [www.paddyeger.com](http://www.paddyeger.com), at Teacher's Notebook and Teachers Pay Teachers or by contacting me directly at 425-420-5161.

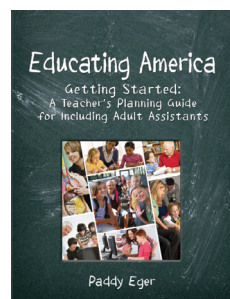
Check out my materials online as seen on [www.TeachersPayTeachers.com](http://www.TeachersPayTeachers.com) and on [www.TeachersNotebook.com](http://www.TeachersNotebook.com). Both resources also provide parent ideas as well as information for educators.



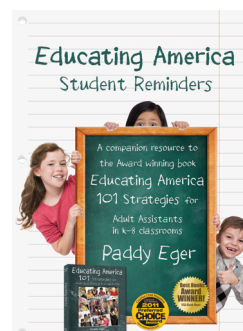
**Educating America**  
101 Strategies  
for Adult Assistants in k-8 Classrooms  
ISBN: 978-0-9831587-5-2



**Educating America**  
Desktop Flipbook  
ISBN: 978-0-9858933-1-6



**Educating America**  
Getting Started  
ISBN: 978-0-9858933-6-1



**Educating America**  
Student Reminders

## Win FREE Materials

1. Write a paragraph-long Review about any of the Educating America materials as listed on Amazon.
2. Include which strategies you plan to incorporate when you are working in a classroom.
3. Post the review.
4. Email a copy of that review to [PaddyEger@aol.com](mailto:PaddyEger@aol.com).
5. I will offer you one of a variety of printed materials to meet your specific needs. Each offering is valued at \$6.50 and includes free shipping.