

Paper Management (60 minutes)

Pre-Work

- Read Chapter 12 - *Deal with Your Paper and Stuff: How to Find What You Need in Under Ten Seconds*: Pages 251-271
- Bring your greatest challenge in managing your papers

Agenda

| Objectives | <ul style="list-style-type: none"> • Quickly sort through incoming and outgoing materials to access information • Set up your desk to create a focused workspace • Easily reference frequently used materials | | |
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| Topic | Time | Suggested Reflection Questions & Exercises | Notes & Next Steps |
| Greetings / Objective | 5 min | <ul style="list-style-type: none"> • Why is your biggest challenge in managing your paper? | |
| Discuss pre-reading: 251-271 | 15 min | <ul style="list-style-type: none"> • What were your two favorite suggestions from this chapter? Why? How will you try to implement them? • Think of a time over the past week you were handed something by a <i>student</i> that you didn't know what do with. What ended up happening to it? What is one tool from this chapter that can help you with this the next time? • Think of a time over the past week you received important information from a <i>colleague</i> that you didn't know what do with. What ended up happening to it? What is one tool from this chapter that might be useful when this happens in the future? | |
| Practice Time | 35 min | <p>Book Club Members Go to Their Classrooms and Implement!</p> <p>Ideas Include...</p> <ul style="list-style-type: none"> • Create and label inbox/outbox • Sort and organize the current papers on your desks/workspace • Create folders for project/workshop/PD/graduate school materials • Identify tool/way to carry paper between work and home • Find the information you need at your fingertips and put these materials in a place that is easily accessible • List any materials you want to buy | |
| Closing | 5 min | <ul style="list-style-type: none"> • What did we get done? What are our next steps? | |

Additional Questions for Pre-Reading, During-Reading, Reflection or Discussion

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| 251-271 | <ul style="list-style-type: none">• What can you use as your sorted inbox? What different sections do you want in your inbox?• What materials do you need at your desk to make paper management as easy as possible?• Where are your workshop/PD/graduate school materials now? How could you store them in a way that is more accessible?• What materials do you need to transport paper between work and home?• What information do you need at your fingertips during the teaching day? What materials do you reference frequently? Where should you put these materials so they are easily accessible? |
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