



organization
E-BOOK
ONLY

CLASSROOM

organization resource

TEACHER E-BOOK ONLY

to organize all areas of your classroom



CLASSROOM ORGANIZATION E-COURSE

MODULE ONE

lesson planning

PART ONE



CLASSROOM organization
LESSON PLANNING

To organize all areas of your classroom

The Hungry Teacher

MODULE TWO

teacher supplies

PART TWO



CLASSROOM organization
TEACHER CLASSROOM MATERIALS

To organize all areas of your classroom

The Hungry Teacher

MODULE THREE

students supplies

PART THREE



CLASSROOM organization
STUDENT CLASSROOM MATERIALS

To organize all areas of your classroom

The Hungry Teacher

MODULE FOUR

routines & procedures

PART FOUR



CLASSROOM organization
ROUTINES AND PROCEDURES

To organize all areas of your classroom

The Hungry Teacher

MODULE FIVE

classroom library

PART FIVE



CLASSROOM organization
CLASSROOM LIBRARY

To organize all areas of your classroom

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MODULE SIX

novels and book clubs

PART SIX



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NOVEL SETS AND BOOK CLUBS

To organize all areas of your classroom

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MODULE SEVEN

small group & supplies

PART SEVEN



CLASSROOM organization
SMALL GROUPS AND SUPPLIES

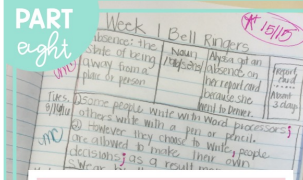
To organize all areas of your classroom

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MODULE EIGHT

grading & assessment

PART EIGHT



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GRADING AND ASSESSMENT


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MODULE NINE

back to school

PART NINE



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SUB PLANNING ORGANIZATION

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MODULE TEN

sub planning

PART TEN



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BACK TO SCHOOL ORGANIZATION

To organize all areas of your classroom

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INCLUDES ALL IMAGES & EXAMPLES

BUNDLE

organizational series

I created a blog series on this very concept about five years ago. It quickly became one of my most popular blog series. However, I wanted a simpler and less overwhelming way for teachers to be able to use my organizational strategies in a systematic way. Plus, I had SO MUCH new content to add to the series. Because of that idea, this organizational series was born.

There are ten different organizational modules to go through to help you organize every area of your classroom and many different routines and procedures.

I am not the only teacher organizational expert out there, but by having to teach in three different school/districts, types of school, and grade levels in my first four years of teaching (one that included an unplanned move across the state weeks before school started) I quickly learned how to organize and consolidate my resources and supplies to be an effective and efficient teacher. This has been honed in even more since becoming a mom.

This series is a compilation of what I have learned about organization and lesson planning in now seven years of teaching.

This file has the **E-BOOK ONLY**.

| PART | CONTENT |
|-------------------|---|
| PART <i>one</i> | <ul style="list-style-type: none"> • Lesson plans, copies, and supplies organization • Daily, weekly, and, monthly planning organization • Yearly pacing guide |
| PART <i>two</i> | <ul style="list-style-type: none"> • Teacher classroom materials organization |
| PART <i>three</i> | <ul style="list-style-type: none"> • Student classroom materials organization |
| PART <i>four</i> | <ul style="list-style-type: none"> • Routines and procedures organization |
| PART <i>five</i> | <ul style="list-style-type: none"> • Classroom library organization for upper elementary and middle school teachers |
| PART <i>six</i> | <ul style="list-style-type: none"> • Class novel sets and book clubs sets organization • Book club implementation |
| PART <i>seven</i> | <ul style="list-style-type: none"> • Small group and guided reading organization |
| PART <i>eight</i> | <ul style="list-style-type: none"> • Grading organization along with efficiency and efficacy tips and tricks |
| PART <i>nine</i> | <ul style="list-style-type: none"> • Sub plans and long-term planning |
| PART <i>ten</i> | <ul style="list-style-type: none"> • Back to school planning and organization |



Lesson plan material organization

This is the single one system that changed my life at the end of my first year of teaching. I have five bins (one bin for each day of the week) and then folders for each subject.

When I taught **5TH GRADE** self contained, my folders were like this:

Purple: Math

Blue: Language/Spelling/Vocabulary/Grammar

Red: Reading

Yellow: Writing

Green: Science or Social Studies

I haven't even taught this in about two years, but I can remember the exact order and colors I taught them because of this system. The order above is the order I would teach each subject each day.

I would make copies for that subject and put them in the folder and the correct day. Then on Monday, I would just grab the purple folder during math, the blue during language, etc.

I don't have a picture because I was a first and second year teacher and who am I kidding? Ha! But here is a diagram ☺. You can see a picture of the bins and folders in a couple of pages (in my current classroom).



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I also walk you through how these types of systems differ in different classrooms. I show examples from when I taught 5th grade self-contained, 6th grade ELA and Science (two class periods, and 7th and 8th grade ELA (6 class periods).

Each module had 20-30 pages of e-book class content where I show you pictures, examples, and explanations of how to organize areas of your teaching life and classroom.

Lesson plan material organization

I finally have a REAL picture for you. This is basically what my bins have looked like every year. I have one for every day of the week, and then a folder for each grade level.

Doing it by class hour was just silly, because like I said, I do the same things with each grade level. It's so annoying to make 50 copies and then have to put $\frac{1}{2}$ in first period for 7th grade and $\frac{1}{2}$ in second period for 7th grade. I just put all 7th grade copies in one folder.



This is the order I see my classes and their coordinating colors. There is also a yellow folder in each bin, for stuff #Icaneven deal with right now, but may need for all classes at some point throughout the day (Scholar orders, no home, e

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weekly planning organization

This is my weekly checklist. It changes every year based on the stuff I that I need to do EVERY SINGLE WEEK. I go overboard with the list, but if I don't need to do it some weeks then I just cross it out (and then I feel better about myself). I have made a version available to you in this sections' class resources (PART 1).

MRS. CAHILL'S WEEKLY CHECKLIST

WEEK OF:

TIME GOAL:

| | |
|---|--|
| District Lesson Plans <ul style="list-style-type: none"><input type="checkbox"/> District Lesson Plans<input type="checkbox"/> Print District Lesson Plans<input type="checkbox"/> District Lessons to Principal<input type="checkbox"/> District Lessons in Green Folder<input type="checkbox"/> District Lessons in my Binder<input type="checkbox"/> Erin Condren Lesson Plans | Science <ul style="list-style-type: none"><input type="checkbox"/> Science Lesson Plans<input type="checkbox"/> PowerPoint Notes<input type="checkbox"/> Hands-On Vocab Copies<input type="checkbox"/> Hands-On Vocab Supplies/Set-Up<input type="checkbox"/> Stations/Lab Pamphlet Copies<input type="checkbox"/> Stations/Labs Supplies/Set-Up<input type="checkbox"/> Task Cards<input type="checkbox"/> Assessment<input type="checkbox"/> Chart Papers |
| Misc. Every Week <ul style="list-style-type: none"><input type="checkbox"/> Print This Checklist<input type="checkbox"/> PLC Preparation<input type="checkbox"/> Print the 40 WW Checklist<input type="checkbox"/> All Copies in Daily Folders/Bins<input type="checkbox"/> Monthly Newsletter<input type="checkbox"/> Mentor/Teacher Hour Log | Super Station Time <ul style="list-style-type: none"><input type="checkbox"/> Writing Prep<input type="checkbox"/> Super Station Close Reading<input type="checkbox"/> Checklist for turn-in |
| Reading Workshop <ul style="list-style-type: none"><input type="checkbox"/> Reading Lessons<input type="checkbox"/> Reading Lesson Materials | Educator Effectiveness/PD/RTI <ul style="list-style-type: none"><input type="checkbox"/> Upload Artifacts<input type="checkbox"/> Assignment Deadline Check<input type="checkbox"/> Progress Monitor/Interventions |
| Small Group Lesson Plans <ul style="list-style-type: none"><input type="checkbox"/> Print Small Group Anecdotal Pages<input type="checkbox"/> Small Group Pages in BinderIntensive focus: _____Middle focus: _____High focus: _____ | Grading <ul style="list-style-type: none"><input type="checkbox"/> Grade Reading NB (1)<input type="checkbox"/> Grade Science/S.S. NB (3)<input type="checkbox"/> ELA Bell Ringer Grades<input type="checkbox"/> Homeroom Bell Ringer Grades<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____ |
| Paraprofessional Focus Skills <ul style="list-style-type: none"><input type="checkbox"/> Cahill Group 1<input type="checkbox"/> Cahill Group 2<input type="checkbox"/> Thompson Group 1<input type="checkbox"/> Thompson Group 2<input type="checkbox"/> Writing Copies | Misc. <ul style="list-style-type: none"><input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____ |
| Writing Workshop <ul style="list-style-type: none"><input type="checkbox"/> Writing Lesson (read and prep)<input type="checkbox"/> Writing Copies | |

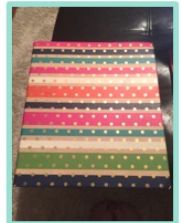
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If I mention how I use a resource to keep me organized, or how to organize an instructional piece or routine of our classroom, the resource is included in your class content.

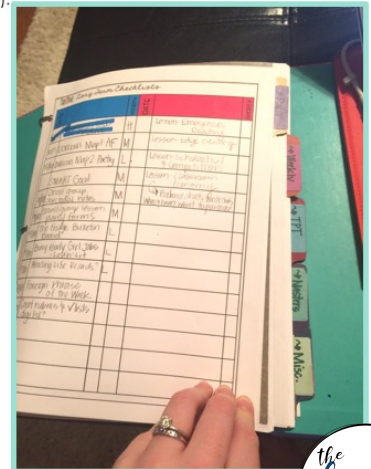
weekly planning organization

This is "The Binder." This thing literally goes with me everywhere, and by everywhere I mean, it's always in my teacher bag at home or at school with me. If nothing else, I ALWAYS have my flash drive and this binder.

I have five sections in this binder. I basically made it so I can work on all my important stuff, and not forget anything whether I'm at home, at school, or even at a Starbucks.



1. The cover has my long term-pages right up front, so I don't forget due dates.
2. The first section has my daily checklist (examples on next pages).
3. The second section has my weekly checklist for the stuff I need to do every single week (examples on next pages).
4. The third section is just where I keep notes for resources I'm working on, blog posts, etc. for TeachersPayTeachers and my blog.
5. The fourth section is for my current semesters of grad school. I print my syllabus, and assignments, and work on them whenever I can.
6. The final section typically holds my pacing guides, standards, or anything else I tend to reference regularly enough that it has been deemed special enough to make it my way to the "The Binder."



The resources have been made editable (when applicable-like these weekly checklists) for you to use and begin implementing in your classrooms.



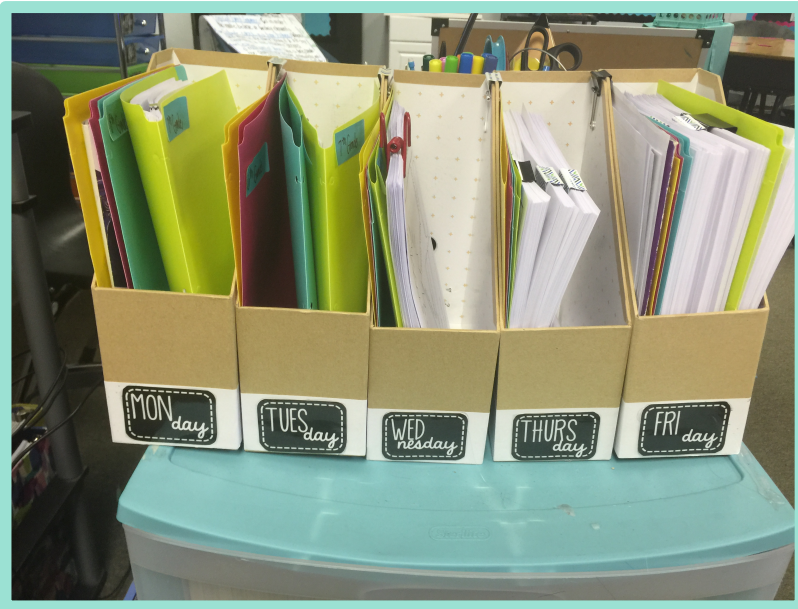
Over the years, especially after being in the same classroom for three years, I honestly have just wanted things out of my face. I want things to look pretty and intentional.

Those paper clipped sets have just gotten an upgrade into file folders organized by CCSS standards. Then I used some old pretty colorful folder I had and organized by content category. These are the leftover copies I have.

The bottom fabric pins pictured here have my extra copies because we now have to use a print shop system again.

Essentially, I use the same systems as outlined before, but I have just made everything so that I don't have to look at it all the time.





Above, you can see how I labeled each bin for the day of the week. I got these labels from *Literacy for Big Kids* on TPT.

Below these bins are my “on deck” bin. I will talk about this later in the novel organization section, but basically these drawers hold the novels we are about to read (so I don’t have to go digging).

The very bottom drawers is a legit “junk drawer,” where I just put random stuff, because I don’t care what anyone says, every classroom needs at least one junk drawer.



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PRETTY PRINTABLES for busy teachers



NEWSLETTER FREEBIE

DAILY, WEEKLY,
MONTHLY (AND MORE)
checklists

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THANK YOU



Martina

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