

Keeping it all organized

Keeping yourself sane and the kids accountable

**YOU JUST GOT
KONMARI-ED!**



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13 years of teaching
(12 with activities)

Mt. Diablo Unified School
District





Keeping
you sane

Google is your friend :)



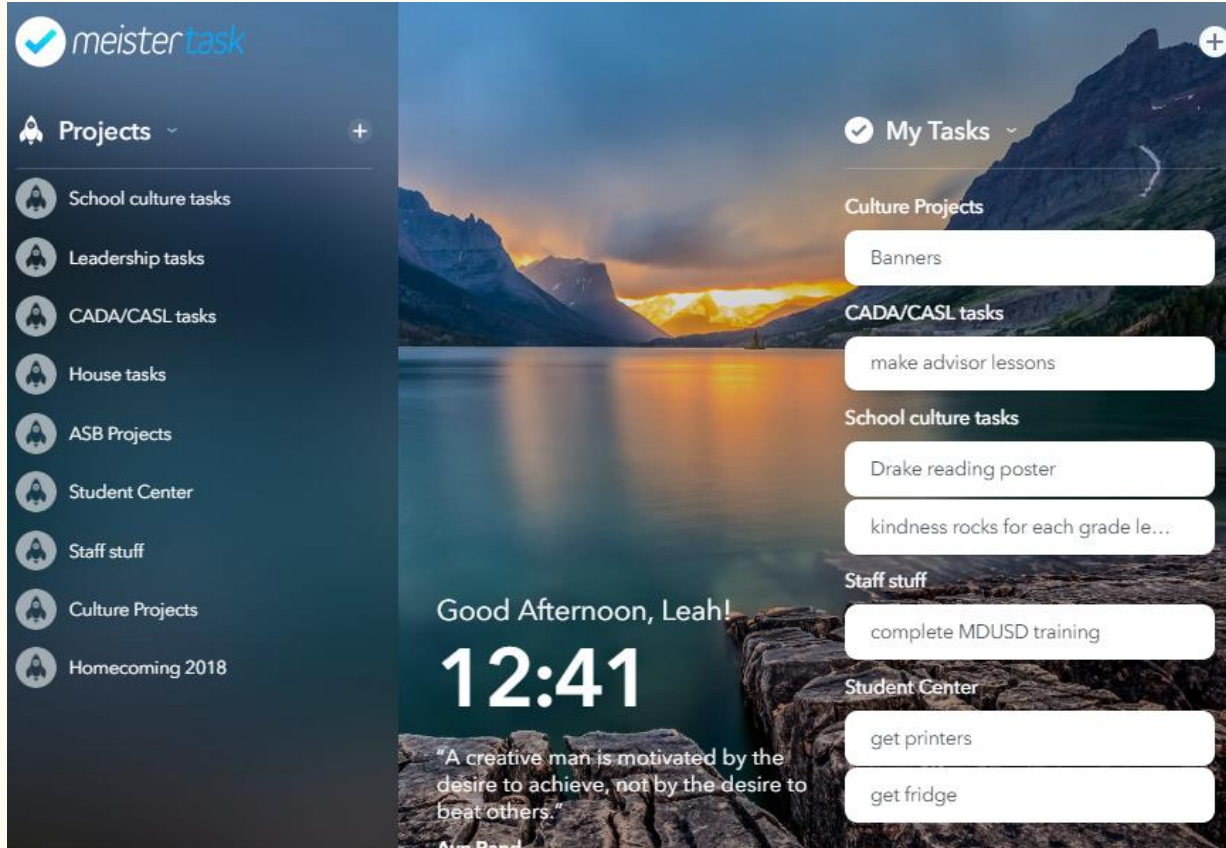
Create & have kids sign up for your classroom - you can even invite parents

- You can pre load assignments with the due date/time, points, and any associated papers ahead of time
- Easy to see who turns in assignments on time and which ones are late
- Good for online assignments & things that are typed

Google drive is great for organizing files and you can access it anywhere

- Consider having a drive/file that your class can access with a calendar, class files and important papers

Meistertask is life!



Task management for teams

- On your desktop & on your phone
- Can add students, admin, other teachers, etc.
- Add a variety of projects (personal & work related)
- Tasks can be short term or long term

- People who are on the project can set up tasks for each other & assign them.
- You can assign due dates, see when tasks are completed, and archive completed tasks.
- Add as many tasks, people and sections as you want!

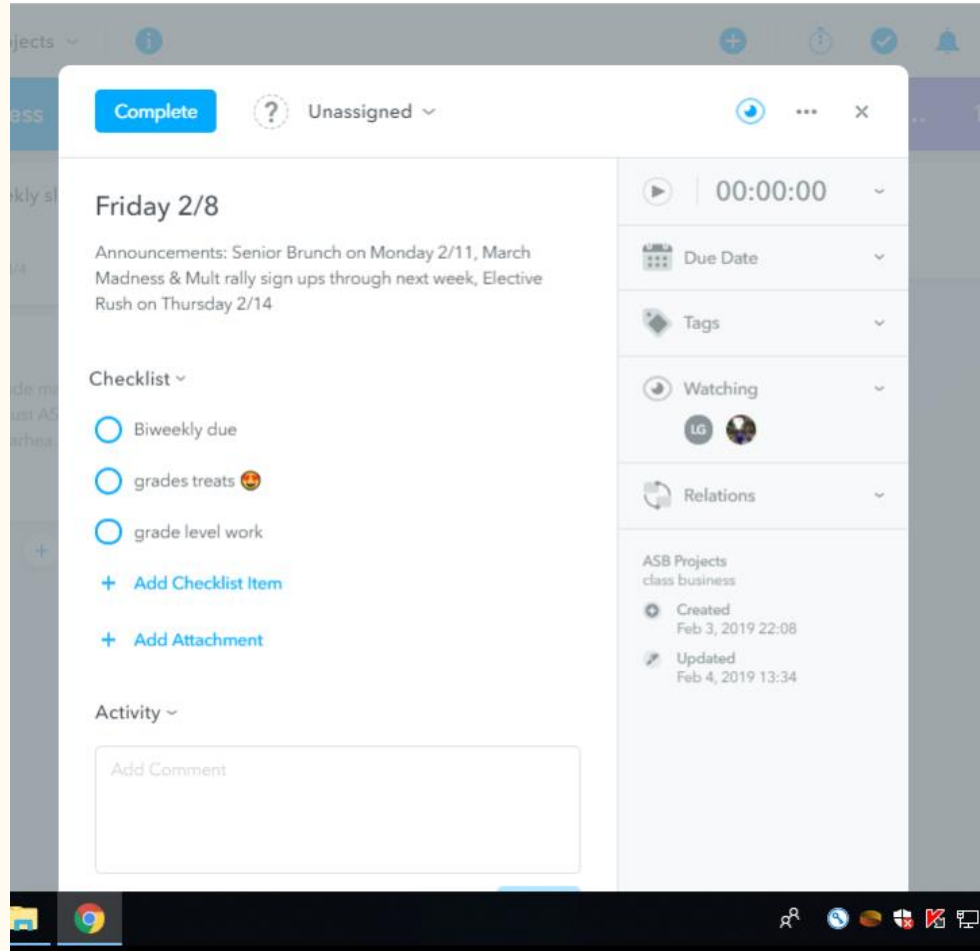
The screenshot displays the ASB Projects application interface. At the top, there's a header with the project name 'ASB Projects', an information icon, and navigation icons for adding, searching, notifications, and a checkmark. Below the header, the interface is divided into three vertical columns, each representing a team member's tasks:

- Laura (2 tasks):**
 - Completed:** A green bar with a checkmark icon. Below it, a task card titled 'revise all election materials - check gmail account for all items' with a 'LG' status icon and a progress indicator '0/3'.
 - In Progress:** A task card titled 'Gather ATM/Board meeting info' with a 'LG' status icon.
- Andres (5 tasks):**
 - Task 1:** 'Get together list of supplies to order' with an 'AA' status icon.
 - Task 2:** 'walnut fest' with a sub-list: 'decor', 'contact', 'throw outs'. It has an 'AA' status icon.
 - Task 3:** 'make list of old events and throw debris away' with an 'AA' status icon.
 - Task 4:** 'buy new walk talkies'.
 - Task 5:** 'copy mandatory dates sheet 50'.
- Robert (4 tasks):**
 - Task 1:** 'make a log with google docs of all the money take out of all our accounts' with a person icon.
 - Task 2:** 'get credit card machine working' with a person icon.
 - Completed:** A green bar with a checkmark icon. Below it, a task card titled 'get ASB packages to new people' with a date 'Aug 28', a count '1', and a person icon.
 - Task 4:** 'Photograph new CHS gear to put on website' with a person icon.

Each column has a plus icon at the bottom to add new tasks.

Our ASB officers use it daily

- We use it to keep track of our class agenda each day
 - Add announcements
 - To do tasks
 - Sent out on Remind each night before class so everyone knows what we're doing
- We all have access and we can all add items, right up until 8 pm ;)



Other digital organizational tools

- Remind to keep class on track and informed
 - ASB VP & I have access
 - Both scheduled and immediate Reminds go out
- Social media directors to keep the student body informed
 - Class accounts as well
 - I do not run them, but I do have access
- Leadership website under construction



Paper ways to keep us organized

- Self evaluations
- Bi weeklies
- Event debrief
- Event planning form

Event Planning Form			
Event Name:	Date/Time: (no calendar conflicts)	Location: (check use permit/discuss with involved parties)	Fundraiser? YES/ NO
Purpose:			
Event Description:			
Target Audience: (expected attendance) desired attendance #) -will work the event? -will attend the event?			
Expected attendance #: (who will work the event? Who will attend the event?)		Target attendance #:	
Given budget:	Expected Expenses (item/estimated price):		
Expected profit:			

Self-evaluation

Name _____ Grade Level _____ Committee _____

1. What tasks did you work on during this committee period?

2. What tasks did you work on in your grade level during this grading period?

3. Comment on the success and set backs of your grade level and committee work. What went well and what could be improved upon in your planning and execution of these tasks? Please know that I will be the only one who will see this paper so be specific about who stepped up and who dropped the ball.

Bi-weekly self-reflection sheet

Week of: _____ Name: _____

THIS WEEK'S QUOTE:

Questions:

Circle- Questions or My Thoughts or Personal Experience:

Classes/Grades I am proud of/showing progress in:

few I will keep it up:

Grades/classes I am struggling with:

Few I will work on it:

Green & Gold check

- week 1
- week 2

Event debrief template

Event debrief basics

After any event we need to write down how we did it so we can pass along the information and improve it in following years. The committee chair is responsible for writing this information down in what we call a debrief. Any leadership student should be able to pick up your event debrief and understand how to be the committee chair for this event.

What to write

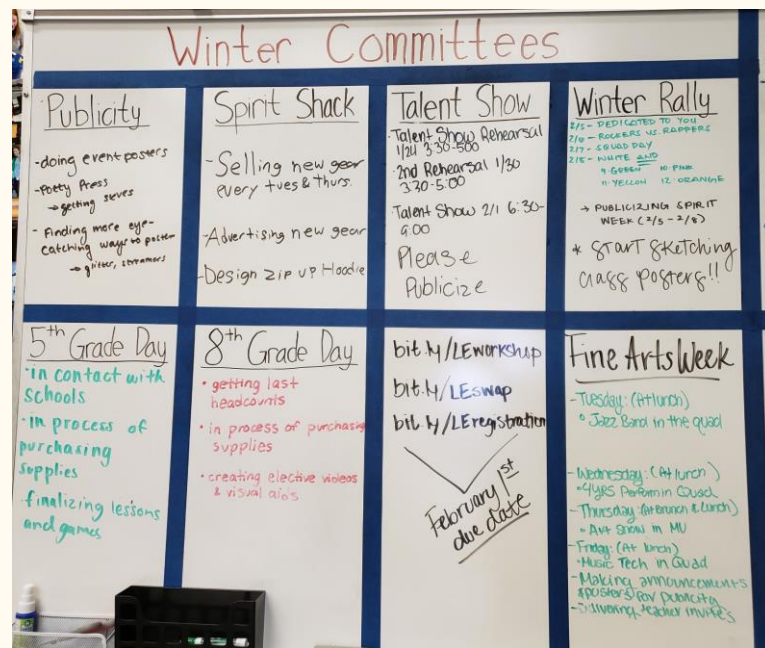
Once you are ready to write your debrief, look back at the debriefs in the class files that you looked at the beginning of the committee period. Use that as a guide for the information to write. Did that debrief give you enough information? If so copy as much detail. If it did not give you enough detail, write the type of debrief that you would have wanted. Make sure to include handouts, tickets, pictures, and other extra items. Your debrief must include as much detail as these categories allow:

- **Purpose** - What is the purpose of this event? What traditions go with this event?
- **Date, time, location** - Event date or time frame, start and end time (including set up), location
- **Budget** - Budgeted amount for supplies vs actual amount spent, which account the money was taken from, ticket sale dates and prices
- **Contacts** - Who did you contact and contact info
- **The event** - Details of how the event was carried out including sign-up sheets, schedules, timelines, etc. This should be the most detailed section.
- **Next time** - what went well this time, and should be repeated, and what could we do next time if we had more time, money, or people?

Presentation

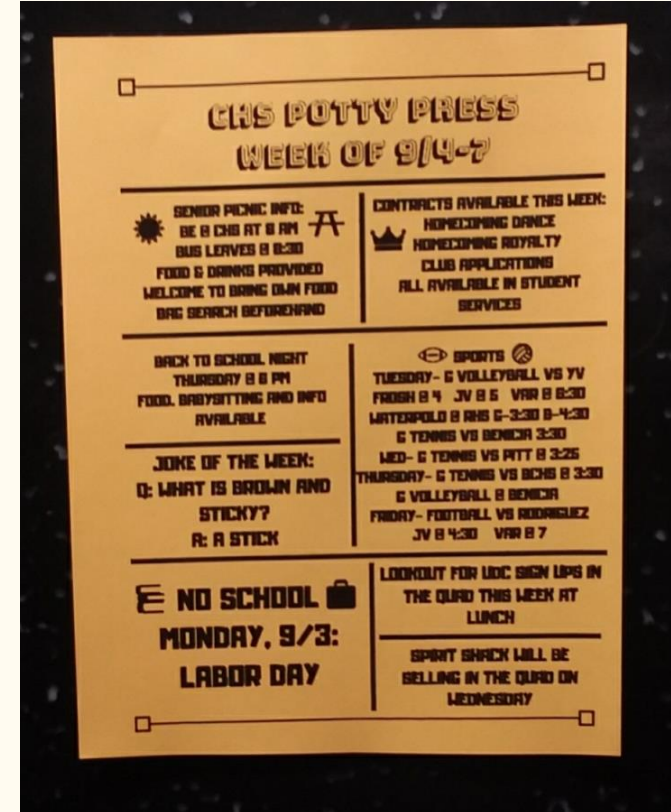
All debriefs will be typed in an easy to read 12 point font using black ink. Your debrief should be single spaced with headings for each category listed above. Headings may be bolded or in a different color (green and gold) but the body of the information should be legible. Your debrief title will be the name

Whiteboard areas for each grade level & committee



Paper ways to communicate with the student body

- Homecoming calendar of spirit days, lunch activities, tickets sales & prices, rally days, game, dance, night activities
- December calendar of Cocoa & Cramming days, Holiday project days, Winter wishes, kindness week activities, & lunch activities
- Calendar of activities for adults/whole student body given out at walk through
- Magnet with important dates in our ASB package
- Potty press



In the successful organization, no detail is too small to escape close attention. - Lou Holtz

