

## Time Saving Teacher Tips

Since teachers are always short on time, here is a list of some great time-savers that I've been compiling for a few years. None is particularly original, but they will all save you time or show you how do something better/easier. I hope you find a few that you can start using today.

To help you sort through them easier they have been arranged in the following categories:

- ◆ Supplies
- ◆ Work Smarter With Students
- ◆ Lessons
- ◆ Computers And Technology
- ◆ Organization
- ◆ Super Organization

### **\*Supplies\***

- ◆ Most science teachers have more supply catalogs than they can count. To help you deal better with them: whenever you get a new catalog take few seconds and thumb through it immediately. If it looks interesting then keep it, if not toss it. If you see an item that captures your eye, clip it with a pair of scissors and tape it to the cover. There- now you've got the item (complete with picture), item number, cost, and company all in a place you can't miss.
- ◆ Is your list of needed supplies functional? Get a manila folder and write "Supplies" on the tab. Then staple a sheet of paper to the outside front cover of it. You may have to trim it down a bit. Divide that paper into 3 sections and write these titles on the paper:
  - “Buy from local store”
  - “Order from science supply store”, and
  - “Someday” (*This is for those things you'd like to have someday, and so you're just trying to be ready whenever a sudden opportunity comes up*)Now whenever you realize you need something, jot it in the appropriate section. Besides *what* it is you need, also make note of *how many*, and *the activity* it's for, since by the time you finally make your order, you'll forget those details.
- ◆ Need supplies donated? First put yourself in the right mindset, which means be willing to ask without fear of the word “no” until you get the answer you want. Yes, it's inconvenient and humbling to make those calls, but don't forget what