

THE OFFICIAL COMPANION WORKBOOK  
WINTER 2023

Welcome to

THE  
ORGANIZED  
TEACHER  
TRAINING

Hosted by Kristen Donegan of



[www.easyteachingtools.com/theorganizedteacher](http://www.easyteachingtools.com/theorganizedteacher)

# THE ORGANIZED TEACHER



Find a way to enjoy teaching again, get your power back and enjoy your incredible life outside of the classroom.

## Why did I create this training?

So many teachers, maybe you're one of them, accidentally let teaching absolutely consume them. Heck, I was one of them because I didn't know how to get everything done so I worked long hours...and still didn't get it all done!

This training shows teachers how to get a lot more done in a lot less time because the unrealistic demands put on you just aren't sustainable at the pace you're going!

Bottom line: I don't want you to burn out!

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# THE ORGANIZED TEACHER EXPERIENCE

## DECEMBER AND JANUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28 Facebook group opens up & LIVE Giveaway at 9:00 am PST	29	30
31 BONUS: Declutter Your Paper Piles @12 PM PST	1	2 Training # 1 9:30 AM PST	3 Training # 2 4:00 PM PST	4 Training # 3 10:00 AM PST	5	6
7 Giveaway winners announced LIVE in Facebook group at 2pm PST	8 Facebook group closes					

This handy-dandy calendar will give you a quick overview about this experience.

**The FREE TRAINING is a LIVE event ONLY - there will be NO replays!! All 3 trainings are the same, check your email for your details of the day/time you signed up for!**

**There will be an additional BONUS training inside the Facebook group. That's the only place you can view it.**

You can watch the **BONUS** training at your own pace but it **will come down on January 8th!**

All giveaways will take place in the Facebook group only!

# I'M KRISTEN

I've been a K-2 teacher and Reading Specialist since 2005. I'm a momma to two and **classroom efficiency expert!**



Since 2010, I've been helping teachers just like you implement classroom hacks to save time, get organized, and discover that magical thing called work/life balance.

I present at professional development events around the country, snagged myself a spot in Gerry Brooks' book, and help thousands of teachers through my blog, The "*Real Teacher Talk*" podcast, and a handy batch of classroom organization resources.

I've worked with thousands of teachers all over the world to discover the secret to making their lives both in and out of the classroom a little easier with my business Easy Teaching Tools, my program Easy Organization Tools, and **The Organized Teacher Club.**

# WHAT TO EXPECT

HERE'S WHAT YOU CAN EXPECT...



## 1 CHECK YOUR E MAIL

I'll be sending you **emails** to remind you of the upcoming **FREE TRAINING** as well as info for the **BONUS videos** so make sure you are using your *personal email* since school districts love to send my stuff to spam!

Just go to my last email and click on "Update your Profile" to add your personal email address!

That's it!  
Kristen



[Unsubscribe](#) | [Update your profile](#) | 113 Cherry St #92768, Seattle, WA 98104-2205

## NEED HELP??? EMAIL US

[CUSTOMERSUPPORT@EASYTEACHINGTOOLS.COM](mailto:CUSTOMERSUPPORT@EASYTEACHINGTOOLS.COM)

## 2 AVOID FOMO AND GET REMINDERS

I'd hate for your teacher friends to gain access to the videos before you.

**Check your email titled:**  
*The Organized Teacher Details (OPEN NOW) to get a reminder message!*

## 3 JOIN OUR FACEBOOK GROUP

Join our exclusive Facebook group for elementary educators by **clicking here**. We're giving away hundreds of dollars in cash and prizes!

## 4

**INVITE A CO-WORKER**  
Share **THIS link**  
[www.easyteachingtools.com/theorganizedteacher](http://www.easyteachingtools.com/theorganizedteacher)  
& go through this experience together!

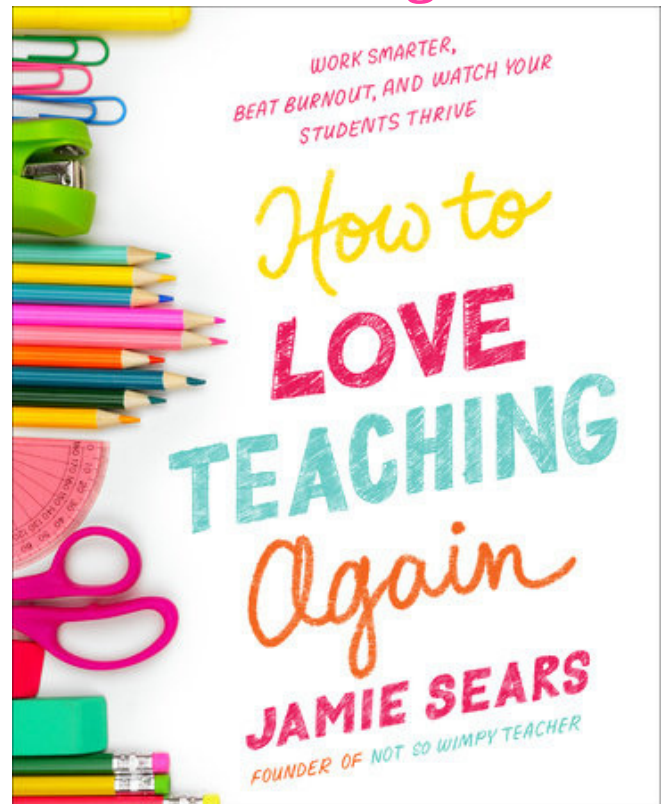
# GIVEAWAYS?

Heck yes!!

TpT & Amazon Giftcards



Best-Selling Book



Organization Supplies



Make sure you are in the Facebook group to enter to win the giveaways!

Cash Prizes!



# FREEBIES?

## COUNT ME IN!

Join me LIVE for the training on January 2nd, 3rd, or 4th AND receive access to these **EXCLUSIVE** bonuses (for attending & staying until the end!!) We will not email these out!



**Editable Grading Lists**  
**\*Digital Option too!**

**One Hour PD Certificate**

# DO THESE BEFORE THE TRAINING!

1) Search for this email: (The Organized Teacher)  
Details: OPEN NOW & Save 🕒

2) Click on the “Add to Calendar” button in your email to add the training to your digital calendar. Our emails **will get lost** and this a way to get a reminder and ensure you show up!

3) Join the Facebook group!





# DECLUTTER THAT!



DECEMBER 31ST IN THE FACEBOOK GROUP

When we're short on time, we become **shovers and stackers**. Next thing you know, you've got piles full of stuff, right?

**Step 1:** We are going to sort!



**Step 2:** Get clear on your beliefs about stuff. Your \_\_\_\_\_ are one reason why stuff continues to pile up! Begin the Organized Teacher Club Purge Method.

What areas do you want to tackle? \*Circle the area you will start on today.

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(Fill in the blanks)

The biggest reason for classroom clutter is simply not having a \_\_\_\_\_ or \_\_\_\_\_ for all of your stuff.

## Biggest Takeaway

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*Hey teacher! Print this page and use as you sort through your piles.*

**KEEP**

**TOSS**

**GRADE**



*Hey teacher! Laminate this page and choose the message you want to place on your classroom door.*

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Hey there! I'd love to chat but I'm  
currently working on a project.  
Send me an email or try coming  
back later!

Thanks, \_\_\_\_\_

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Hey there! I've got no self-control  
when it comes to chatting so I'm  
locking myself in here until my work  
is done!

Thanks, \_\_\_\_\_

The Training: LIVE ONLY on January 2nd, 3rd, or 4th!!

# STEP #1: THE FRAMEWORK



**What part of the framework is missing from  
your life?**

# STEP #1: THE FRAMEWORK

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Organized teachers are doing these **4 pillars** in order to be the very best teacher they can be without sacrificing their nights and weekends.

1

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2

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3

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4

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What's important?

What boundaries  
get to be created?

# LESSON PLANNING

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SIMPLE TIPS FROM THE  
ORGANIZED TEACHER  
FRAMEWORK TO USE RIGHT  
NOW

How would you like to  
lesson plan faster?

So many teachers tell me  
that lesson planning takes  
so long because they're  
constantly distracted.

One of the biggest  
mistakes teachers make  
when lesson planning is

\_\_\_\_\_.



(Fill in the blanks)

A good, efficient teacher  
has a \_\_\_\_\_ in  
place to make the best use  
of their \_\_\_\_\_ while  
still \_\_\_\_\_ it.

When do you get  
distracted?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# System 1: Time Timer

(Fill in the blanks)



It's a \_\_\_\_\_ reminder to me of how much  
\_\_\_\_\_ I've got left so I'm not \_\_\_\_\_ time.

HOW WILL YOU SET YOURS UP?



5 things you can do to avoid  
distractions so you can be  
intentional with your time

1.

2.

3.

4.

5.



## System 2: Move away from your \_\_\_\_\_



If you plan online, these 3 Chrome extensions are a MUST to *increase productivity*:



If you lack a little self-control like myself, try one of these out!

- 1.
- 2.
- 3.

**System 3:** Get your Scope and Sequence Template when you stay to the end of the training!

## System 4: Keep all materials together

CLIPS

NOTES:

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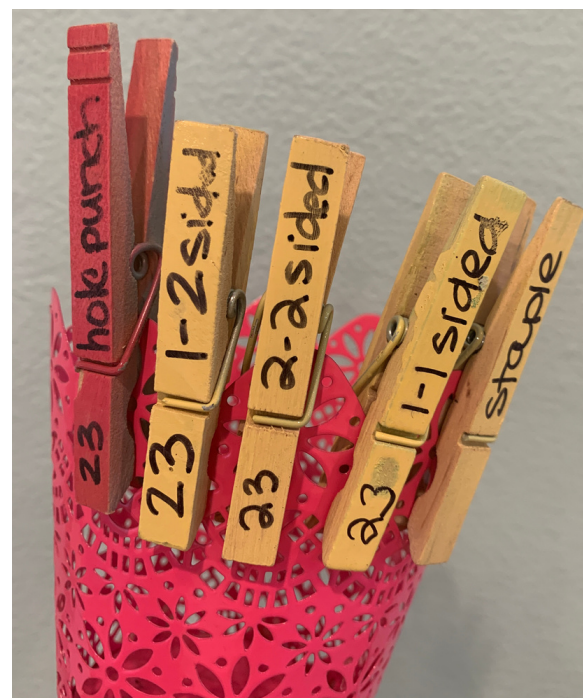
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# #2 ORGANIZATION SYSTEMS



HOW WILL YOU USE THESE LISTS?  
(DON'T FORGET TO STAY TO THE VERY END TO GET  
THESE!!!)



How will this system  
save you time with  
grading?

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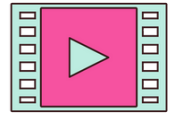
Efficient Grading Tips to Try:

# #3 ACCOUNTABILITY



WHO IS YOUR PERSON?

# #4 BEST TEACHING PRACTICES



What topic do you wish your school would offer PD on that would make a measurable difference for you as a teacher?



**Now imagine that a future YOU came back in time.**

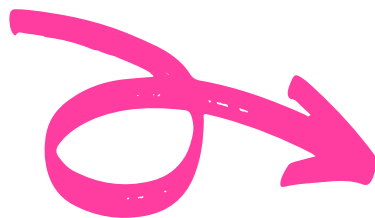
AND this future you is frickin' pumped because they are doing everything that an Organized Teacher does. They tell you, "You did it!"

You are prepared, effective, and consistently shutting off from work at 3 to go live your life!



# FUTURE YOU...

THIS CAN BE YOU IN  
JUST A SHORT TIME!



I want to take you on a ride into your future...

Now imagine that a future YOU came back in time. AND this future you is frickin' pumped because they are doing everything **that an Organized Teacher does**. They tell you, "You did it!" You are prepared, effective, and consistently shutting off from work at 3 to go live your awesome life!

You've got a great group of **like-minded teacher friends** to reach out to when you need it so you don't feel alone. Plus, those friends hold you accountable to stick to your boundaries so you're no longer working late or bringing work home.

## **3 months from now...**

Let's move forward three months from now, You're implementing a system and it's actually working, getting you more time to enjoy teaching and even better, more time to get home well before it's dark to eat a home-cooked meal with your family.

The best part, once the kids go to bed, you can actually sit and watch your favorite show without any grading to do or emails to check.

**Notice how that feels to see what you've always wanted for your life.**

# IMAGINE...



BEGIN TO REALLY IMAGINE YOU  
ALREADY HAVE IT.

This new YOU is  
possible. It's  
yours.

Step into it, now.

**Who are you?**

**Who are you  
being?**

**What actions are  
you taking?**

**What actions are  
you NOT taking?**

**How do you feel?**

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