

Principal's Log 2.20

Dear TMS families,

Even in a school with unprecedented computer access and powerful wireless networks, during the first ½ of the year, our students collect a lot of paper learning materials. Binders, folders, and backpacks, in general, can become overstuffed with learning materials that may not be needed again until Spring. Therefore, the topic of this log will be **“Let’s Get Organized!”**

The weekend provides an awesome opportunity to press reset on habits of organization and planning. Research suggests that organization improves performance in all aspects of schooling and, according to the American Institute of Stress Management, the act of organizing decreases stress, and working in an organized environment has the same effect!

With this in mind, I offer Mr. Stiefel’s annual top 10 ways to be an organized student.

10. Organize progressively -- A little bit every day is better than a lot once a month.
9. Sort papers into labeled files -- this makes it easier to find them later.
8. Don’t carry around papers that you don’t need -- create a storage system at home.
7. Use pockets and sections in your backpack consistently for the same items.
6. Get organized early -- HW is done when all learning materials are stored.
5. Have “parent/child” redundant storage spaces at home and in school.
4. Keep your Chromebook charged in the same place every night.
3. Create files in the directory of your Chromebook in logical places.
2. Restock school supplies regularly, think looseleaf, pens, pencils, etc.
1. Declutter, Declutter, Declutter! Recycle paper in your folders, binders, and backpacks that you no longer need.

In closing, I invite you to make organization fun. With some groovy music and the smell of home-baked cookies in the air, this can be a wonderful way to spend some time. Happy Organizing!

My Best,

Greg Stiefel

<https://twitter.com/GregStiefel>

Reminder: the rear door of the school will be locked at 7:42 a.m. daily.

Be sure to check out our website for PTA flyers, calendar snapshots, and other reminders.

http://tms.tuckahoeschools.org/201718_weekly_eneewsletter