

DAILY - TO DO LIST

STAY ORGANIZED

Date: _____

- ☐ Review today's schedule and priorities with a daily to-do list
- ☐ Check and update your planner or calendar.
- ☐ Set clear goals for the day.
- ☐ Clear your desk and organize materials.
- ☐ File away completed work and paperwork.
- ☐ Ensure essential items are within reach and ready to use.
- ☐ Prioritize tasks by importance and deadlines.
- ☐ Allocate specific time slots for each task.
- ☐ Respond to emails and messages as needed.
- ☐ Stay hydrated and eat healthy snacks.
- ☐ Practice quick stress-relief techniques (e.g., deep breathing).
- ☐ Review and update your to-do list and due dates.
- ☐ Tidy up your workspace.
- ☐ Prepare materials for the next day.
- ☐ _____
- ☐ _____
- ☐ _____

WEEKLY - TO DO LIST

STAY ORGANIZED

Date: _____

- ☐ Review the upcoming week's schedule.
- ☐ Plan and prepare lessons, meetings, or sessions.
- ☐ Schedule time for important tasks and deadlines.
- ☐ Clean and declutter your workspace.
- ☐ Organize files and documents.
- ☐ Restock supplies (e.g., stationery, teaching materials).
- ☐ Review and update ongoing projects.
- ☐ Check progress on weekly goals.
- ☐ Schedule meetings and follow-ups.
- ☐ Communicate any updates or changes to relevant parties.
- ☐ Reflect on the past week's accomplishments and challenges.
- ☐ _____
- ☐ _____
- ☐ _____

MONTHLY – TO DO LIST STAY ORGANIZED

Date: _____

- ☐ Review the past month's goals and achievements.
- ☐ Update your planner or calendar with upcoming events.
- ☐ Set goals and priorities for the next month.
- ☐ Perform a deep clean of your workspace.
- ☐ Organize and archive older files and documents.
- ☐ Update and refresh your organizational systems (e.g., filing cabinets, digital folders).
- ☐ Inventory supplies and materials.
- ☐ Restock any needed items.
- ☐ Dispose of or recycle outdated resources.
- ☐ Review ongoing projects and deadlines.
- ☐ Plan and schedule major tasks for the upcoming month.
- ☐ Adjust timelines and resources as needed.
- ☐ Reflect on personal growth and skill development.
- ☐ Set new learning and improvement goals.
- ☐ _____
- ☐ _____
- ☐ _____

10 Tips to Stay Organized

- ☐ **Create a Centralized Calendar:** Use a physical planner or a digital tool like Google Calendar to keep track of appointments, deadlines, and important dates. Color-code entries for different types of tasks or individuals.
- ☐ **Set Clear Priorities:** Make a daily to-do list and rank tasks by importance. Focus on high-priority tasks first to ensure critical responsibilities are met.
- ☐ **Prepare the Night Before:** Spend a few minutes each evening organizing materials and reviewing the next day's schedule. This reduces morning stress and ensures you are ready to start the day.
- ☐ **Designate Specific Areas for Materials:** Have designated spots for different materials and tools, whether in the classroom, therapy room, or at home. This makes it easier to find what you need quickly.
- ☐ **Use Checklists for Routine Tasks:** Create checklists for recurring tasks to ensure nothing is overlooked. This can include daily classroom setup, therapy session preparations, or morning routines at home.
- ☐ **Implement a Filing System:** Develop a system for organizing documents, whether paper or digital.
- ☐ **Limit Distractions:** Identify and minimize distractions during work hours. This could mean setting specific times for checking emails, using noise-canceling headphones, or having a dedicated workspace.
- ☐ **Utilize Reminder Tools:** Use reminder apps or alarms on your phone to stay on top of important tasks and deadlines. Tools like sticky notes or reminder boards can also be effective.
- ☐ **Delegate When Possible:** Don't hesitate to delegate tasks that others can handle. This can free up your time for more important duties and help manage your workload more effectively.
- ☐ **Regularly Reflect and Adjust:** Take time at the end of each week to reflect on what worked well and what didn't. Adjust your organizational strategies as needed to continually improve your efficiency and effectiveness.