

Let's Get ORGANIZED

Practical guides on how to make positive changes in your work habits to optimize your mental energy. Improve your self-management skills by setting up Simple, Effective Systems in your program and make your work day much more manageable.



Scan for Handout:

LANAE DICKSTEIN
Director of Bands
Haynes Bridge Middle School
Alpharetta, GA
Fulton County

A Little About Me...

Bachelor's Degree in Music Education from Georgia State University

Master's Degree in Wind Band Conducting from Georgia State University

Six years as the Director of Bands at Central Middle School (Carrollton, GA)
Assistant Director of Central-Carroll HS Marching Pride

Current Director of Bands at Haynes Bridge Middle School (Alpharetta, GA)

Event Organizer: GMEA All State Band, Carroll County Honor Band

Wife and Mother

Love all things crafting, scrapbooking, baking, journaling, and sunny days

Flawed human who requires Simple, Effective Systems in my day-to-day operations to help keep me on track

WHY is being Organized Important?

It allows you to be fully PRESENT in every area of your life.

Your Students will behave better and take better care of the facilities.

You will develop trust and a strong sense of community with your Parents.

You will spend your class time in the most effective way: ACTUALLY TEACHING!

YOU can get Organized even if you aren't an "Organized Person."

**Work hard to create SIMPLE, EFFECTIVE SYSTEMS
all around you, then all you have to do is maintain them.**

TODAY'S GOALS:

1. Define “Simple, Effective Systems” and learn WHY they are important
2. Learn about the three Primary Spaces that require Simple, Effective Systems in order to keep your program (and you) running smoothly.
3. Discuss helpful tips on how to create Simple, Effective Systems within all three Primary Spaces.

Simple, Effective Systems

Simple, Effective Systems are the habits you put in place to make each element of your work day as predictable and functional as possible.

SIMPLE alone is no good (it might be easy, but what if your system lacks effectiveness?)

EFFECTIVE alone is no good (it may have been effective, but did it take you so long that it took you away from many more important tasks?)

SIMPLE and EFFECTIVE have to work together: Perfect Balance of Minimal Time with Maximum Efficiency.

THREE PRIMARY SPACES

THAT REQUIRE SIMPLE, EFFECTIVE SYSTEMS

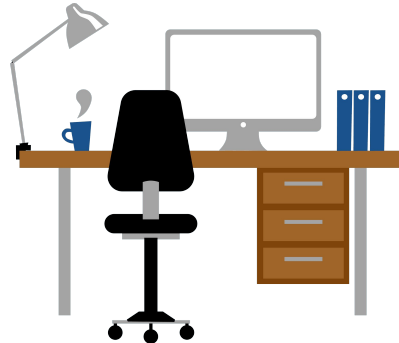
TEACHING SPACE

The space where you operate from the most while teaching your students



PLANNING SPACE

The space where most of the “behind the scenes” business is taken care of



MENTAL SPACE

The space inside your head that is responsible for organizing your time and priorities



MENTAL SPACE

Most Important Areas for Organization:

- Email
- Calendars
- To-Do's
- Routine

Let's Discuss **HOW** to create Simple, Effective Systems to keep your Head clear and your Time better managed....

Email

(Mental Space)

My Personal Rules:

- Empty Your Inbox DAILY
- Answer within 24 Hours
- Do Not Respond outside of Work Hours
- Leave it Unread on Purpose
- ...but DON'T let an email get to the "Next Page"

Every Email Check, use a Sifting Process:

1. Immediate "Deletes"
2. Need to Reply NOW Items
3. Need to be Opened, but does not require a Reply
4. Short Reply Emails
5. Long Reply emails/Need to get more info before responding

-
- "Unreads" at the end of the day can wait until tomorrow but MUST be Priority Action Items in the morning
 - Block out intentional time and fix the sea of "unreads" - NOW!

Calendars

(Mental Space)

Don't Get Overwhelmed:

Start off MACRO

Work your way MICRO

Planning the SCHOOL YEAR:

- Plot County Events
- Your School's Major Events
- Your District's Major Events
- Feeder School/Upper School Events
- YOUR program's Major Events
- FILL IN THE GAPS!

Planning the WEEK:

- Chart on the same document what each grade level/class will do each day
- Include all announcements to tell kids
- Shareable with other directors/administrators
- You can make easy quick reminders for yourself (if on live edit doc)

2022					
Jan 10-14					
7th GRADE	CCHB forms? CCHB Etudes Logs Friday ----- 2A, 2C, 6D Concert G Red Thunder	Logs Friday ----- Rachel: 2A, 2C, 6D Concert G Katie: Fallbrook March	Logs Friday ----- 2A, 2C, 6D Concert G Red Thunder	STAR Reward tomorrow Logs Friday Concert G Test next Thursday ----- 2A, 2C, 6D Concert G Mt. Hood	Practice Logs Due Concert G Test next Thursday ----- First Block: Check practice logs, then release to STAR reward Individual Practice Time / Band Belts Second Block: Mt. Hood
6th GRADE	(Neidhardt possibly late from PAC meeting) *Crissa Valve Oil OBOE/BASSOON TESTING ----- Key Signature Review Concert Bb Scale Worksheet	OBOE/BASSOON TESTING ----- Warm-Up A Concert Bb Scales	(Dickstein Sharp Creek Presentation)  ----- Warm-Up A Concert Bb Scale: two new notes	Bb Playing Quiz in One Week ----- WU: A and B Dynamics Lesson Line 37	Practice Logs ----- Concert Bb review Line 37: Dynamics Review
8th GRADE	Hand out new music	MLK	(Dickstein Sharp	Dance Names	Parade Reminders

To-Do's

(Mental Space)

You can't just make a To-Do list and expect it to work (*simple, but not effective*)

You have to PRIORITIZE and CALENDAR your To-Do's.

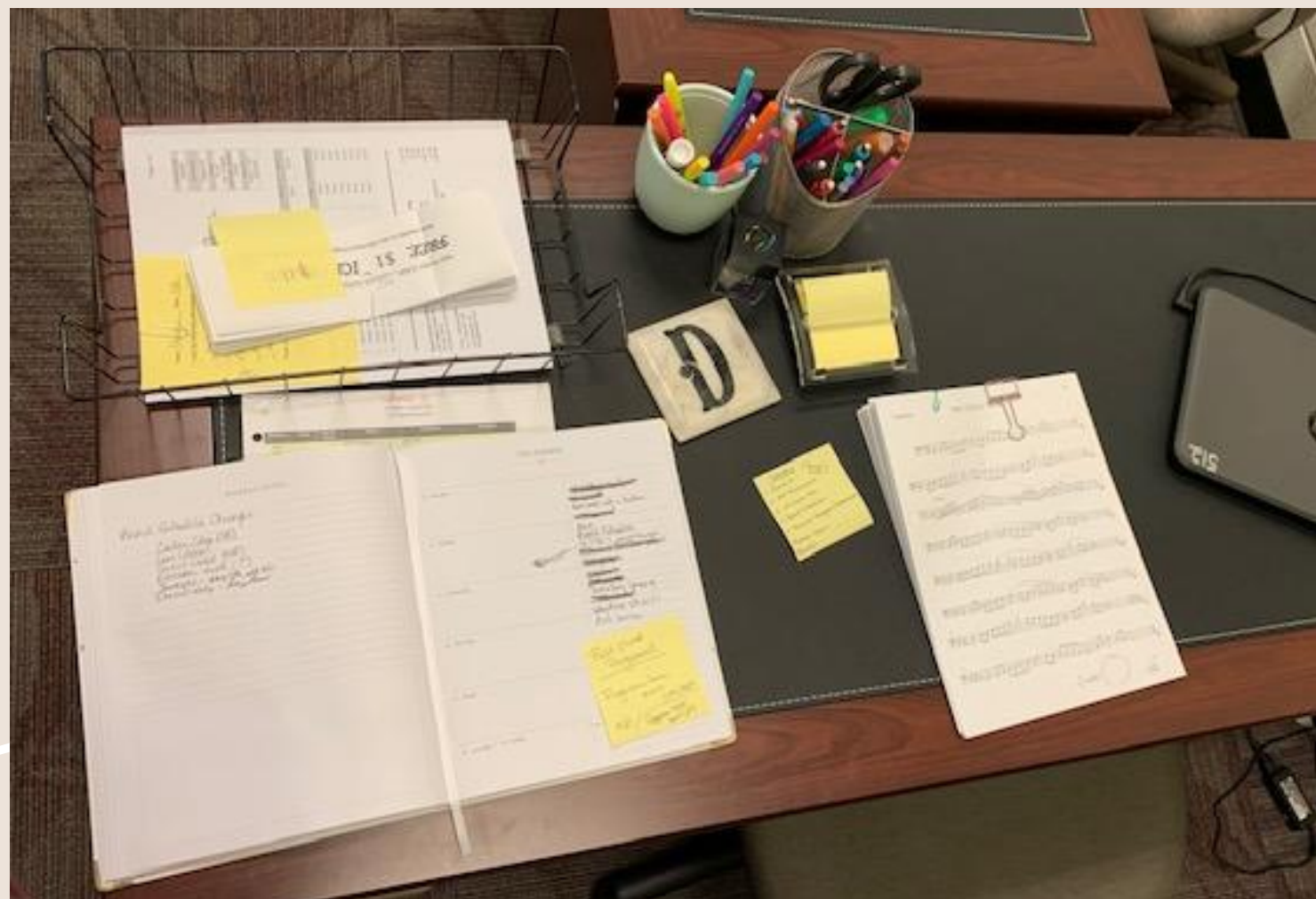
How to Create Action Items:

1. Create one long To-Do list as needed
2. Prioritize the To-Do's
3. CALENDAR the To-Do's

I call this "Past Self" Outsmarting your "Future Self"

AVOID large/vague to-do's (Don't forget to plan time for the "Brainstorm" phase)

CONSIDER keeping both a Calendar and a Planner



Routine

(Mental Space)

Create a (healthy) Routine for yourself as Early as possible in the year

You can't "Wing" Routine, you BUILD Routine.

What do You need to do EVERY Morning to put all the pieces in place for the day?

What do You need to do EVERY Afternoon to "tidy up" the day that just happened and prep for the next?

Routine Building is where you will discover the Simple, Effective Systems that you need.

**DON'T OVERLOOK THE
"BRAINSTORM PHASE"**

With Simple, Effective Systems in place for Email, Calendaring, To-Do Lists, and Routine Building, your **Mental Space** will be clearer and therefore YOU as a human will be more functional throughout the day.

PLANNING SPACE

Most Important Areas for Organization:

- Desk/Main Work Area
- Filing Cabinets
- Shelving
- Binders

Desk or Work Area (Planning Space)

**Are you capable of keeping track
of AND executing all of your
students' needs AND your needs?**

Create "Quick Reference" zone at
Work Area (calendar, lists, etc.)

"Basket" with most important items
that stay in your line of sight

OPEN planner with this week's
action items on display at all times

Drawers with small containers to
keep all things categorized

Keep as many Planning Needs
within arms reach as possible (this
increases your EFFICIENCY)



Filing Cabinets

(Planning Space)

Could someone else navigate your filing systems?

Do you trust yourself to find something from a year ago?

Keep Track of EVERYTHING

Filing must be EFFECTIVE

- “Future Self” needs to find things easily and quickly
- Only works if “Past Self” ALWAYS puts things in the right place

Filing Cabinets are your ally in the Battle for More Desk Space

Shelving

(Planning Space)

Functional Shelving provides increased work surface area to keep clutter off your desk

Consider proximity and frequency of use when placing items on shelves

Have a Fluctuating Shelf specifically for Circumstantial Organizing.

GET IT OFF THE FLOOR

LABEL EVERYTHING



Binders

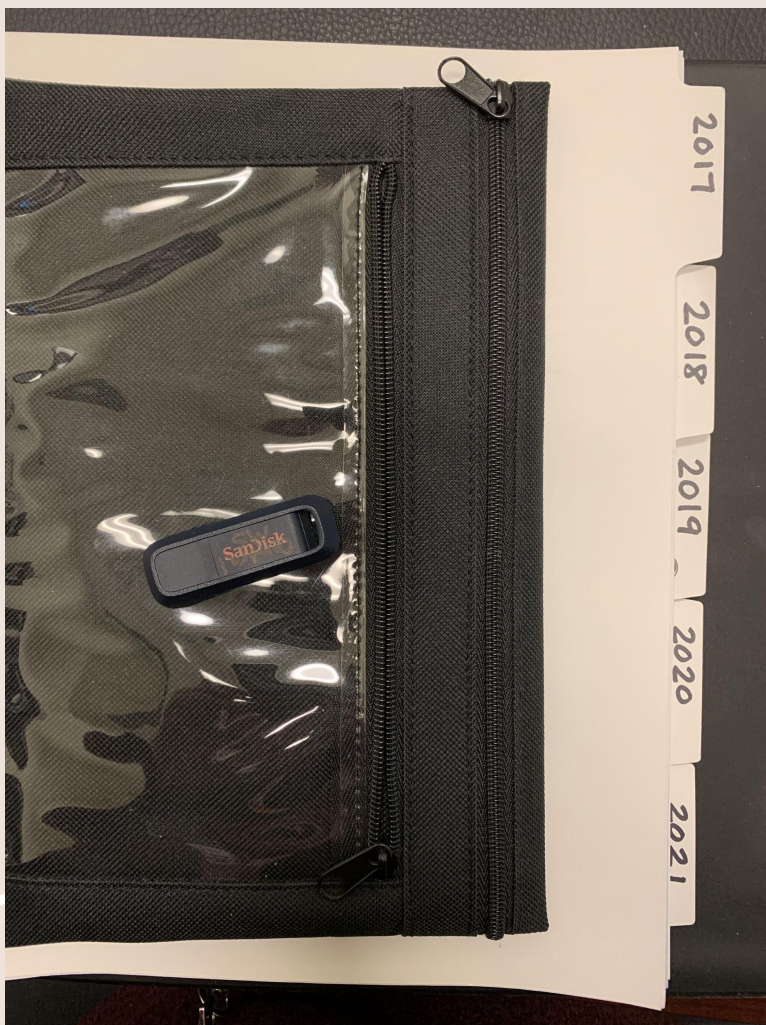
(Planning Space)

Labelled Binders help prevent getting overwhelmed with loose-leaf hard copy resources

OR: Scanned Digital Copies (but remember to create an ORGANIZED, easy to navigate digital library)

Organizing/Scanning hard copy resources may take HOURS up-front but it's worth it. Items that I choose to have stored in binders:

- Programs from concerts I've attended
- College Notes/Handouts/Projects
- Bus Roster/Trip Planning Notebooks
- LGPE score sheets and comments
- District/State etudes, scales, score sheets
- Fingering Charts
- YOUR group's concert programs
- Concert Script Binder



PROGRAMS	FLUTE	TRUMPET	CONDUCTING TEACHING + TECHNIQUES	LISTS OF REPERTOIRE	EXAMPLES OF SYLLABI, RULES, ETC.
	OBOE	FRENCH HORN	REHEARSAL TECHNIQUES	RESEARCH ON SPECIFIC PIECES	TRIP ITINERARIES
	BASSOON	TROMBONE	MUSIC EDUCATION PHILOSOPHY	REPERTOIRE	MUSIC HISTORY
	CLARINET	EUPHONIUM	MUSIC EDUCATION QUOTES	ARTICLES ON REPERTOIRE	MODES + IMPROV
	SAXOPHONE	TUBA	HARMONY CHORDS + EXERCISES		TRANSPOSITION + INTONATION
		PERCUSSION			FINANCIAL PLANNING
					INSTRUMENT REPAIR + RECOMMENDED SUPPLIES
					MUSIC THEORY

We need Simple, Effective Systems
in our **Planning Spaces** so we can
stop wasting time figuring out what
needs to be done or looking for
things and spend more time
efficiently running our programs.

TEACHING SPACE

Most Important Areas for Organization:

- Front of Room
- Event-Prep Needs
- Instructors

Front of Room

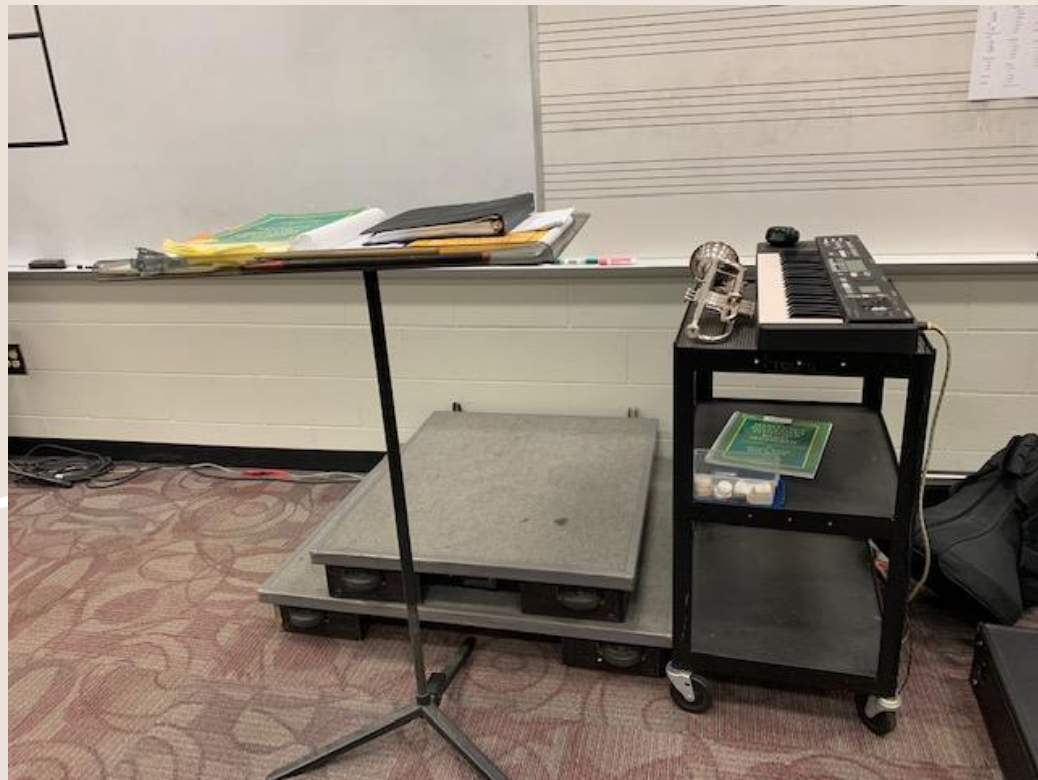
(Teaching Space)

Can YOU function the way you want to while you teach?

Can you address a student's need without walking away from the front of the room?

Things to Consider for Front of Room:

- Location of your Instructional Materials
- Simple instrument repair kit
- Basic office supplies
- “The Shelf”
- What students read on your board



Event Prep

(Teaching Space)

Do you have systems in place that make it easy to take your Ensembles “On-The-Go”?

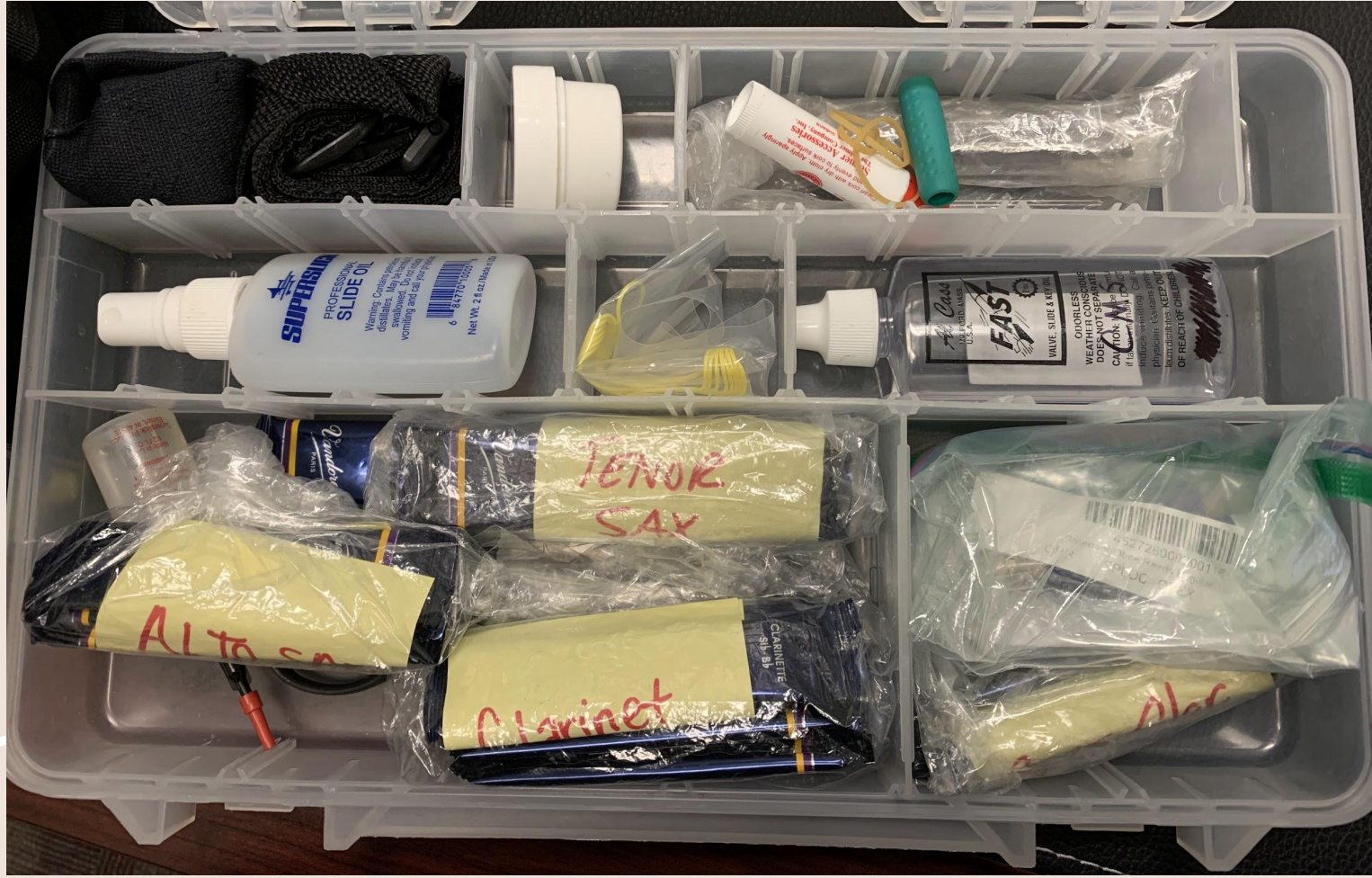
Think through EVERY element of an event BEFORE it happens

Consider: “GO BAG”

Contents Include:

- Baton
- Screwdrivers
- Extra mouthpieces
- Pencils
- Reeds
- Valve Oil
- Mouthpiece Puller
- Pens, Sharpies, Scissors
- Ear plugs
- Band aids
- Percussion towels





Instructors

(Teaching Space)

It takes WORK to coordinate schedules to bring in instructors.

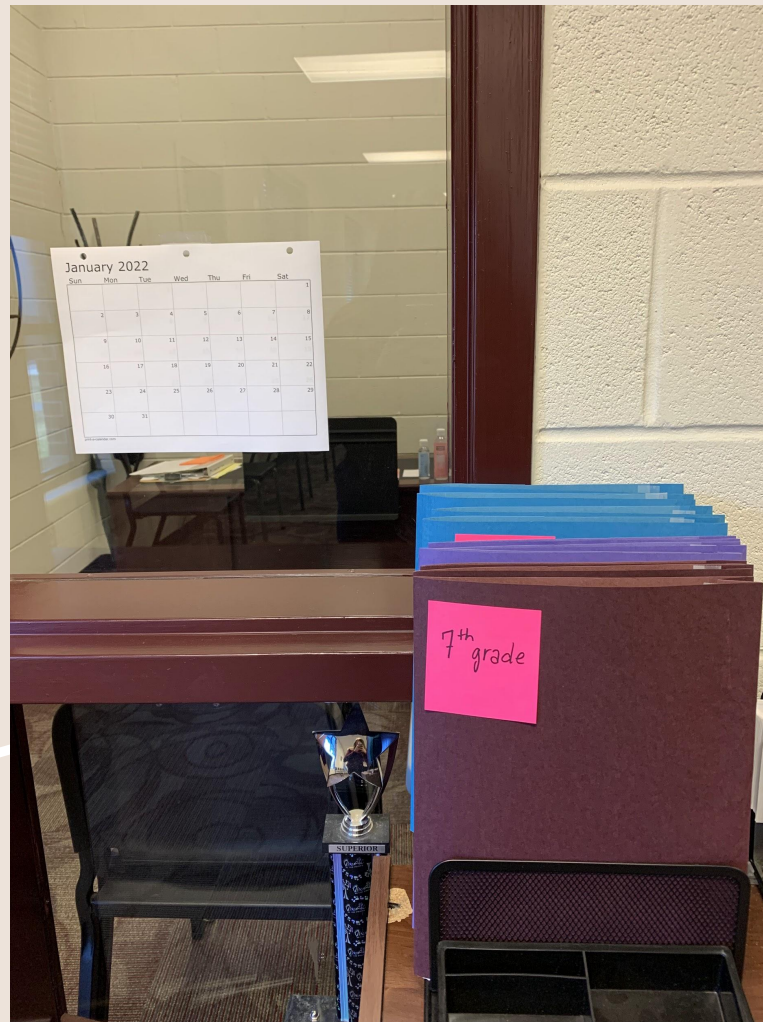
Do you have an efficient way to get them paid?

Reach out to instructors and get a list of times for when each person is free.

Write it down in a calendar and see if everyone's schedules will work for your class (is there enough space for everyone?)

Regularly email instructors if there are schedule changes (fire drills, picture day, etc.)

Track Payment: Find an easy way for you to make sure you are paying them what they deserve.



By creating Simple, Effective
Systems in your **Teaching Space**, it
will enable you to spend less time
juggling small things and more time
actually teaching your students.

Strive for Predictability in your work day by Creating and Implementing Simple, Effective systems that work for YOU.

If your mental, planning, and teaching spaces are in order then you will find it more FUN to teach.

The goal is to empty your brain of “All the Other Things I Could Be Doing Right Now”

Those “Things” aren’t so intimidating when your “Past Self” already told your “Future Self” when and how you’re going to get them done.

Your students, family, and your personal well-being will thank you for the work you did to create Simple, Effective Systems.

CHALLENGE

Experienced/Planted Teachers:

- Don't be afraid to change a system if it's not working
- Be willing to mentor college observers, student teachers, new teachers, and transferred teachers around you

New/Transferred Teachers:

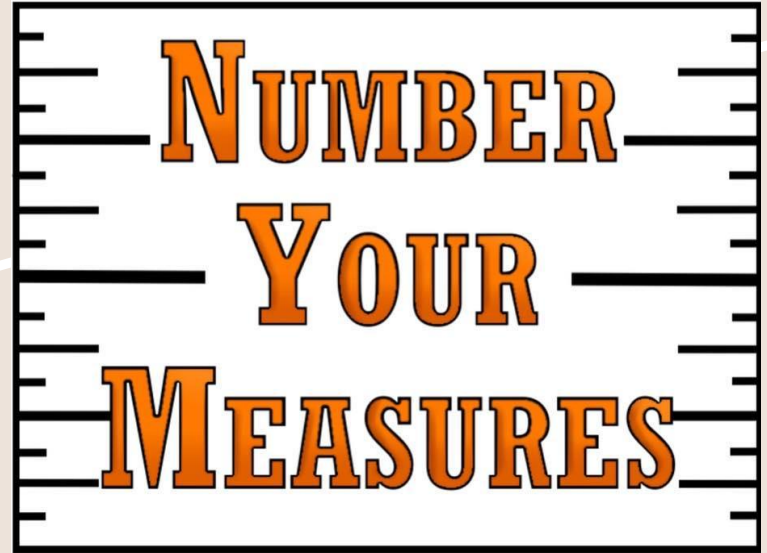
- Ask for Help
- Create Healthy Routine to alleviate Survival Mode

Let's Get ORGANIZED: TOGETHER!

Follow “Number Your Measures”
for more Organization Inspiration

Facebook:
[@numberyourmeasures](#)

Instagram:
[@number_your_measures](#)



Thank You for Being Here!

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“Let’s Get ORGANIZED” handout!