THE UNCLUTTERED DIRECTOR

Sparking Joy in Your Classroom Teaching Using Tidying Principles

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I Organized Spaces

How do you organize the spaces in which you work and teach?
Find meaningful places to keep the things you need regularly.
Declutter by moving systematically through categories.
Let spaces speak to you to find their ideal orientation.
Express the discipline of regularly resetting.

II Optimized Workflow

How do you prioritize your short- and long-term projects?
Be consistent with scheduling daily tasks.
Categorize by evaluating deadlines and time on task.
Use daily effort wisely to maximize efficiency on the grid.
Reevaluate the prioritization on a regular basis.

III Mental Focus

How do you avoid the “noise” in work-related stress?
Make time to be surrounded by silence.
Use meditative practice to reinforce clarity.
Focus on your “why.”
Embrace gratitude for the elements of life you love.

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