



The Organized Teacher: A Handbook for Managing Time and Resources (Paperback)

By Molly Schaaf

Createspace, United States, 2013. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.This handbook for teachers offers a plan for managing time and resources. It addresses the issues of non-instructional time: setting up your workspace, action and reference files, managing student information, organizing curriculum and materials, staying on top of appointments and commitments, and effectively utilizing human resources.



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