

**ORGANIZATION:
AN ESSENTIAL KEY TO A
SUCCESSFUL CENTER**

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IF YOU DON'T SEE THE BIG PICTURE:

your time will be
spent on
urgencies.

ORGANIZATION

- Becoming more organized as a coordinator can help you feel more confident and/or in control, while saving time. We will discuss the required documentation for FRYSC and offer strategies to organize the information. We will provide creative ideas for organization that will keep you on track all year long.

PREPARATION

*"By failing to prepare, you are
preparing to fail."*

Benjamin Franklin (1706-1790)

SUMMER PREP-TIME



- Meet with your principal during summer to place events, programs, activities you are doing in your center on your school's master calendar. Provide dates to everyone in your school for these events.
- Prepare flyers or sign in sheets for upcoming activities you are doing through out the year.
- Make a list of supplies, etc. you will need for each event and note when you will need to fill out a purchase order, etc. on your calendar. (Activity/Program Checklist)
- Purge old files (FRYSC retention form) FY 20 Administrators' Guidebook.
- Review Coordinator's Checklist
- Look over Forms and Report Due Dates and mark calendar

BUDGET



- Donation Documentation – Donations of Goods, Money and Time
- Budget Documentation – All things relating to FRYSC Funds
 - Budget Ledger (sample found on the webpage) -Running Balances
 - Copies of Budget with amendments
 - Munis Reports
 - PO/ Invoices

 - 1st step is to locate FRYSC Counts User Guide-check for updates on the web page

ADVISORY COUNCIL

- Creating a binder/ upload your information to FRYSC Counts!
- Ratio Chart
- Bylaws-including a date when those were last updated
- Information to pass out to council
- Agenda
- Sign in Sheet
- Minutes
- Advertisement of meetings
- Handouts/Newsletters



ICE BREAKER /ACTIVITY ON ORGANIZATION

- Puzzle



ADMINISTRATION

- Approved Plan/Amendments-Color code your components
- Guidebook
- Contract

PARTICIPANT/ FAMILY RECORD REVIEW

In order to have less stress, Coordinators need to have the tools to do their jobs:

- Word, email, etc.

Enter into IC

- Examples of how to keep your daily information- samples- Daily Logs

LARGE ACTIVITY BOOKS

Large Activity Sheet

Sign in Sheets

Activity/Program List



CREATIVE WAYS TO ORGANIZE



TIME MANAGEMENT

- Follow up Friday
- Make a list –number your list- hardest tasks first
- 30 minutes a day- return emails or phone calls
- Labeling documents in FRYSC Counts!
- Set priorities for yourself/healthy boundaries-it is okay to say “no” if asked to volunteer
- Batch Tasks-Put tasks together that require the same resources or level of concentration. It is okay to put a “Do not Disturb” sign on your door
- Taking a lunch break can allow you to re-focus and be more productive
- Close your email when you have a project to work on

QUICK TIPS WITH KEYBOARD SHORTCUTS

- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic

TIME SAVERS WITH TECH

- **Don't let your email box become a to-do list**
- **Don't answer each email each time you receive a notification**
- **Sort emails and place in folders**
- **If you email takes more than 5 minutes to respond to- call the person**
- **Use a password manager**

TIME SAVERS WITH TALKERS

- One of the best ways to get someone to leave your office is talk with them for a little while and then get up and walk out of your office while you are still talking with them (with a paper in your hand to do another task). They will follow you and then you keep walking and lead them away from the your office area.
- Phone: “Hey, great to hear from you, I’m just about to ...{whatever it is you’re about to do next}, but I’ve got about 30 seconds (or whatever limit you decide), what’s going on?” Bob Burg



OFFICE SPACE

Purge: can take you a few hours to several days. Goal: office space free of clutter

Keep your desktop free of clutter. Most important physical space in an office is the desktop.

Clean workspace=productive work flow

Best practice : Clean your desk at the end of each day

SUGGESTIONS FROM COORDINATORS



QUESTIONS

