

# TIME MANAGEMENT- TEAM BUILDING FOR MY CLASSROOM

---

Sharon D. Scallion, ME.d, B.S.O.E, C.L.C,  
C.E.O

# Agenda

- Have clear defined goals
- Organize your room strategically
- Management Centers
- Make a plan for transitions
- Enjoy your job
- Conclusion

# Have clear defined goals

1. Every team works best when the members of the team have clearly defined and understood roles. Some do one thing, others do another. One isn't better or more important than the other, just different. When teams operate out of their strengths and their roles, they win.

# Identify the weakness/ Strength within

1. Identify weakness and strength within each team member and delegate their roles accordingly.
2. This will provide you with the knowledge you need in order to help each team member reach their highest potential.
3. It will also give you more insight into each individuals abilities and whether or not they are a good fit for your team.
4. The successful teams are those who on a regular and consistent basis enable the members to operate out of their strengths and not out of their weaknesses.
5. One person's strengths will cover another's weakness. This is teamwork, enabling all of the bases to be covered.

# Goal Commitments

1. In everything they do, their goal is to achieve at the highest level. The truly great teams are teams that are committed to excellence. This commitment is held throughout the team and at every level. A successful team cannot have members who are not committed to excellence because in the end they will become the weakest link.

# Organize your room strategically

1. A preschool classroom can be quite chaotic, so the way you organize is not only important, it can help ensure that effective learning is happening wherever children are stationed.

# Management Centers



## 2. Create an attention-grabber

- During these times you'll need to find creative ways to get grab attention. Asking children to copy your sounds or motions can be just the ticket.



### 3. Make a plan for transitions

- There will be several times throughout the day when children are transitioning from one activity or area of the room to another. It's important to have a plan for these transitions.

## 4. Create a puppet 'friend'

- Sometimes you're going to need a little break from being the voice of reason. Using a puppet to help teach manners, skills or kindness gives the children another authority to learn from—one that is cute and fuzzy!

## 5. Use child-friendly labels

- Keeping your room organized shouldn't all fall on your shoulders. Empower your students to pick up after themselves and take responsibility for their own messes.

## 6. Refer to the routine

- Consistency is important for everyone, but especially for children. If your preschoolers know their routine, they begin to have an innate sense of accountability to follow it.

## 7. Balance 'active' & 'passive' activités

- Certain activities will get your students' adrenaline up and running, and other that will help them mellow and calm down. Harvey recommends finding a balance and switching between the two.

## 8. Create engaging curriculum

- Read fun books – so they are not bored. But if you read the book using different voices, speeds and animated body language, they are much more engaged.
- You can even invite the children to help with sounds effects when appropriate. She's seen these tactics to help improve behavior issues.

## 9. Creatively manage crisis

- There will be times when a student will need to take a break and calm down. This doesn't mean you have to send them in the corner to sit on a chair and sulk. Try something creative that also encourages them to wind down.

## 10. Enjoy your job!

- Kids are naturally intuitive and tend to follow the lead of those they're around. If they see you enjoying the teaching process, think of how much more likely they are to enjoy the learning process.



# Credit

- <https://www.rasmussen.edu/degrees/education/blog/classroom-management-tips/>