



TEACHER DESK ORGANIZATION

This resource aligns
with Principle 5:

Optimize for Organization

[Purpose]

Make classroom organization a tool that encourages student autonomy and supports independence.

Visual Planners	Color-Coded Labels
Weekly mindfulness planner: a sheet for managing weekly to-dos, meetings, and personal reminders	Files and binders* • Printing stuff • Grading papers
Calendar: a monthly overview to keep track of school events, deadlines, and personal milestones	Categories like To Keep, Lesson Plans, Meeting Notes, and Student Profiles
Clipboard: a tracker for recording student feedback, behavior notes, or parent-teacher communication	Bright and calming colors inspired by nature (e.g., light green, soft mustard yellow) to reduce visual clutter and create an inviting workspace

[*Philosophy]

- **Focus on digitization:** Encourage students to photograph their work and upload it to a platform that works for you.
* Digital tools I like/recommend: Toddle™, Seesaw®, Google Classroom
- **Reduce printing:** Use whiteboards with stands or shared group notebooks for dynamic, reusable lesson content.
- **Collaborative grading:** Grade work with students to emphasize self-assessment and learning from mistakes.



Physical Layout Guidelines	Storage Solutions
End-of-Day Desk Policy • Desk should be empty by the end of the day, fostering a clutter-free mindset. • All materials should be stored in a nearby cupboard for quick access.	Teacher Storage • One tray for frequently used items (e.g., paper, a few pens, scissors) • Keep bulk materials in a central storage room.
Mobile Materials • Use a portable pen pot with a handle to move materials around the classroom effortlessly	Student Storage • Baskets for shared supplies (color-coded for easy access) • Glass pots: organized pencils and markers by color • Wooden basket: shared glue sticks • Ceramic pot: variety of pencil types (thick, thin, ergonomic grips)
Calm Corner • An armchair or cozy seating • A basket with cushions and soft toys • Books • Soft lighting, a small table lamp	

[Less is more]

- Limit excess storage and supplies in the classroom (e.g., no need for seventy-two pencils or ten glue sticks per student).
- Encourage sharing and collaborative use of materials—sharing is caring!

