



I Need to get  
**ORGANIZED !!!!!!!**

Where do I start ?



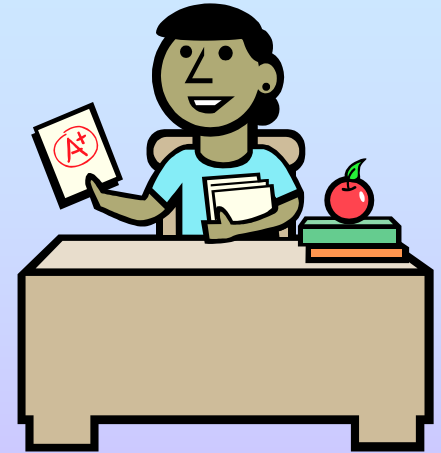
Home Life



Now?



School Life



Materials



Time

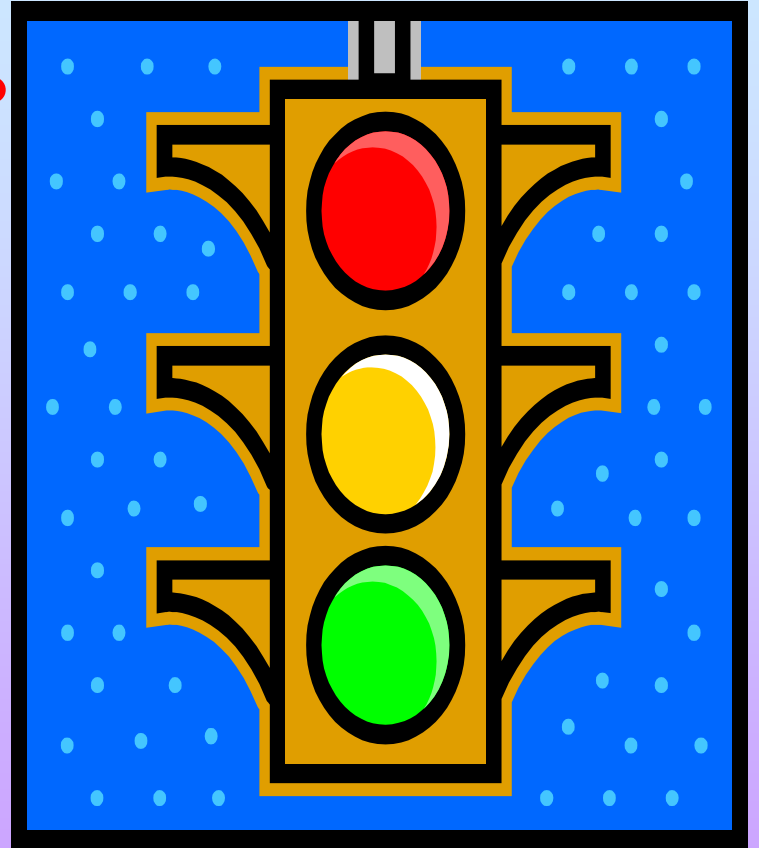


Later?

READY.....

SET.....

GO!!!!!!!!!!!!





# NOW



- Become one with your portfolio directions, the standards, and scoring guide.
- Get reacquainted with the National Standards and PASS Skills for your area and age range.

# NOW

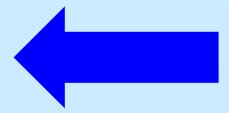
- Look at Assessment Center Information on the NBPTS website.
- Take inventory of possible accomplishments for Entry 4.
- Try to look at the “big picture”.

# NOW

- Organize your portfolio and standards with tabs for easy reference.
- Make a 3-ring binder for each entry.
- Hanging file folders work well.
- Use what works best for you, but have a system.



# During the Summer



- Make decisions about what you can give up in order to free up time. (Say “no”.)
- Start training your family to do household chores.
- Make a calendar/timeline for completing your portfolio. (Look at the Organizer section in your portfolio.)

# During the Summer

- Find a good Yahoo Group for your certificate area for you to join.
- Gather items you are going to need: computer, printer, paper, video recorder, boundary microphone, tripod, etc.
- Learn to use video equipment. Practice.

# Beginning of School

- Send home the Student Release Forms with all students.
- Inform parents about what you are doing.
- Place teaching units on your calendar.
- Fill out contextual information forms for each entry.

# Beginning of School

- Find a support group.
- When “The Box” arrives, make sure everything is there.
- Fill out Eligibility Verification Forms and send them in. Due date: Jan. 31st
- Keep “The Box” in a safe place.



# ORGANIZING AN ENTRY



- Type all the entry questions in a word document in *Italics*.
- Answer each individual question, then remove the *Italics*.
- Assures all questions are answered and helps CSPs when they read for you.

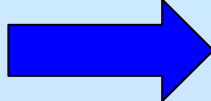


# ORGANIZING YOUR VIDEOS

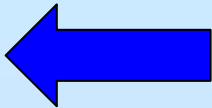


Transcribe your video like a script.

- Helps you to analyze
- Helps to cite specific examples
- Keeps you from having to watch the video over and over to find things



# TIPS



- Make copies of everything
  - > Portfolio
  - > Videos
  - > All Forms
  - > All correspondence with NB

# TIPS

- Take professional days if your district allows - ask for it. (personal days?)
- Join and stay on listservs.

# HIGHLIGHTS

- Enlist family and friends to help you.
- Find a designated place and time to work.
- Read and organize NOW.
- Plan for the unexpected.



# THOUGHTS



- What pops into your head as being the biggest obstacle in this process?
- What is the biggest question you have right now?

# FINAL THOUGHTS



Reward yourself for getting things done:

- chocolate is nice
- retail therapy
- a manicure or pedicure
- favorite candy bar

# FINAL THOUGHTS

- an evening off
- an evening out
- a nap
- a game of golf
- watch your favorite t.v. show

You are about to begin a  
wonderful journey that will  
change the way you think,  
teach, see yourself, and see  
your students!!!!!!

