



# Organization Made Easy!: Tools For Today's Teachers

*Frank Buck*

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## **Organization Made Easy!: Tools For Today's Teachers** Frank Buck

Meet the ever-growing organizational demands of today's changing world with the variety of tools, digital and otherwise, available to you as a teacher. In this book, organization guru Frank Buck shows you how to take expert advantage of the specific electronic and paper-based resources that will help you manage your time and stay on course as a teacher of the 21st century. Buck offers practical, easy-to-read strategies for organizing your surroundings, increasing productivity, and reducing stress. Teachers will leave this book with a feeling of greater control of the day plus a renewed sense of pride in their profession.

### IN THIS BOOK...

- Organizing Digitally
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