



**MOLLOY
UNIVERSITY**

Course Title: The Educator's Guide to Decluttering for Enhancing Productivity

Course Number: EDU 5900

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Course Description

In today's fast-paced educational landscape, educators often find themselves overwhelmed by clutter, both physical and mental, which can hinder their productivity and impact their ability to inspire and guide students effectively. This comprehensive course goes beyond tidying up physical spaces; it delves into the psychology of clutter and time management, offering practical solutions to create a harmonious and efficient teaching environment. Participants will explore the profound connection between decluttering and productivity, unlocking their full potential as educators. Throughout the course, educators will learn how to streamline their physical surroundings, declutter their digital lives, and implement effective time management techniques. They will gain insights into managing stress, building productive routines, and fostering a supportive atmosphere for themselves and their students.

Overall Course Objectives

By the end of this course, students will be able to...

1. Participants will develop a heightened ability to organize their physical and digital spaces, resulting in a more efficient and clutter-free teaching environment.
2. Participants will acquire effective time management techniques and strategies to prioritize tasks, leading to increased productivity in both their personal and professional lives.
3. Participants will learn stress management techniques and coping strategies, reducing the negative impact of stress on their teaching effectiveness and overall well-being.
4. Participants will gain the knowledge and confidence to introduce decluttering and minimalism principles to their students, fostering better organization and focus among their pupils.
5. Participants will develop sustainable decluttering and productivity habits, ensuring continued success beyond the course and throughout their careers as educators.

Format

This course will be offered online through Canvas, the Molloy College online course system. You will need to become familiar with Canvas.

- Log in using your Molloy email username and password.
- Click the “Courses” tab (top left-hand side of the page) and select Empowering Our Young Thought Leaders and Change Makers” from the drop-down menu.
- Log in before the course to ensure that your account has been set up properly.
- Take the Canvas Student Tour or visit the Canvas Student Quickstart page.
- Canvas Support is accessed through the “Help” feature in the lower left-hand corner of Canvas. You can either call Canvas at (844) 408-6455 or use the online chat feature. Both services are available 24/7. Technology Support Services is located in Kellenberg 022 and can be reached via phone at 516-323-4800, email at helpdesk@molloy.edu, or Twitter at @molloyTSS. The Information Commons is located on the second floor of Public Square and can be reached via phone at 516-323-4817 or email at slewis2@molloy.edu. Check their website for hours: <http://molloy.edu/tss>.

Dates and Times to Remember

While an online course gives you the flexibility to complete the work when it is most convenient for you, please remember you must submit your work by the dates and times listed in the "Assignment" section.

Grading

Students are expected to participate by responding to the instructor and classmates with thoughtful, professional responses. You are encouraged to share resources and ask questions. Any assignments submitted after the allotted due date and time will have a point deducted for each day it is incomplete.

Communication Procedures and Contact Hours

I look forward to working with you and guiding you through this course. If you have any questions or concerns, please email me at KHolzweiss@molloy.edu. I will respond within 24 hours.

Learning Objectives	Assessments
<p>Lesson 1: Introduction to Decluttering and Productivity</p> <ul style="list-style-type: none"> • Understanding the connection between decluttering and productivity. • Setting personal goals for decluttering and productivity improvements. • Assessing your current state of clutter and time management. 	<p>Assessment: Throughout the course, participants will use Book Creator to maintain a digital clutter journal, documenting their decluttering progress and reflections.</p> <p>Participants evaluate their current level of clutter and productivity, identifying areas they want to improve.</p> <p>Resources: "The Life-Changing Magic of Tidying Up" by Marie Kondo Becoming Minimalist (https://www.becomingminimalist.com/) "The Surprising Science of Happiness" by Dan Gilbert (TED Talk) "The Psychological Benefits of Being Organized" (Psychology Today) Zen Habits (https://zenhabits.net/)</p>
<p>Lesson 2: Streamlining Your</p>	<p>Assessment: Participants submit before-and-after</p>

<p>Physical Space</p> <ul style="list-style-type: none"> ● Decluttering your workspace, classroom, and home. ● Tips for organizing materials and resources efficiently. ● Creating a conducive environment for focused teaching and learning. 	<p>photos and descriptions of how they've transformed their classroom or workspace.</p> <p>Resources: School Organizing Ideas (https://www.weareteachers.com/?s=organization) Home Organizing Ideas (https://www.apartmenttherapy.com/organizing-cleaning)</p>
<p>Lesson 3: Digital Decluttering</p> <ul style="list-style-type: none"> ● Managing digital clutter (emails, files, apps, and devices). ● Organizing digital teaching resources effectively. ● Reducing digital distractions. 	<p>Assessment: Participants create a digital decluttering plan, outlining steps to organize and streamline their digital workspace.</p> <p>Resources: "Digital Minimalism: How to Simplify Your Online Life" by Matt D'Avella (YouTube) "14 Proven Strategies And Tools For Year-End Digital Decluttering" (https://www.forbes.com/sites/forbeshumanresourcescouncil/2023/09/11/14-proven-strategies-and-tools-for-year-end-digital-decluttering/) "11 ideas for how to organize digital files" (https://www.microsoft.com/en-us/microsoft-365/business-insights-ideas/resources/11-ideas-for-how-to-organize-digital-files) "Teachers, get your Google Drive sorted" (https://alicekeeler.com/2023/09/17/teachers-get-your-google-drive-sorted/)</p>
<p>Lesson 4: Time Management Techniques</p> <ul style="list-style-type: none"> ● Strategies for optimizing time in your personal and professional life. ● Prioritizing tasks and 	<p>Assessment: Participants track their daily activities for a week, analyzing how they spend their time and identifying opportunities for improvement.</p> <p>Resources: "The Art of Stress-Free Productivity" by David Allen (TEDx)</p>

<p>setting achievable goals.</p> <ul style="list-style-type: none"> ● Implementing effective time management tools and apps. 	<p>https://www.verywellmind.com/best-time-management-apps-5116817</p> <p>https://friday.app/p/time-management-apps</p> <p>https://www.common sense.org/education/lists/classroom-management-apps-and-websites</p>
<p>Lesson 5: Building Productive Routines</p> <ul style="list-style-type: none"> ● Establishing daily and weekly routines to boost productivity. ● Incorporating self-care practices into your schedule. ● Maintaining a healthy work-life balance. 	<p>Assessment: Participants complete a time management challenge, such as prioritizing tasks for a day and tracking their progress.</p> <p>Resources: James Clear's Blog (https://jamesclear.com/articles) "The Habit Coach" by Ashdin Doctor (https://thehabitcoach.com/podcast/)</p>
<p>Lesson 6: Strategies for Stress Reduction</p> <ul style="list-style-type: none"> ● Recognizing signs of teacher burnout. ● Techniques for managing stress and anxiety. 	<p>Assessment: Participants develop a stress reduction plan, including strategies they'll implement to manage stress in their daily lives.</p> <p>Resources: "How to Make Stress Your Friend" by Kelly McGonigal (TED Talk) "The Tony Robbins Podcast" (https://www.tonyrobbins.com/podcast/)</p>
<p>Lesson 7: Sustaining Decluttering and Productivity</p>	<p>Assessment: Participants create a personalized action plan that outlines their decluttering and productivity goals for the future.</p>

- **Developing long-term habits for maintaining a clutter-free life.**

- **Tracking progress and adapting to new challenges.**

- **Celebrating your achievements and sharing your experiences with others.**

Resources:

Zen Habits (<https://zenhabits.net/>)

"The Power of Vulnerability" by Brené Brown (TED Talk)

"The EdSurge Podcast"

(<https://www.edsurge.com/news/2020-03-10-the-edsurge-podcast>)