

Frank Buck Consulting, Inc.

“One of the most informative sessions I have been to in 5 years.”

“Where have you been all my life? This is a great idea! Thank you so very much.”

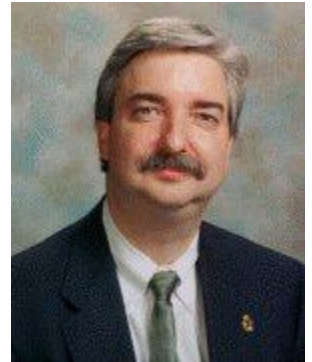
“FANTASTIC! One of the best I’ve been to! I could have stayed longer.”

“You changed my life!”



“Organization Made Easy”

The demands on our time have never been greater. We are expected to do more, accomplish it faster, and keep track of more responsibilities than at any time in our history. Technology, rather than providing more time, provides more interruptions and more complexity. Stress shortens careers and saps the joy from the job for all too many school leaders. For that matter, the same applies to people in all walks of life.



Yes, our world is changing, and we need tools that help us meet the demands of a changing world. It is possible not only to survive, but thrive in this environment. Let me help.

For more than a decade, I have helped countless educators through live workshops, one-on-one coaching, books, articles, monthly newsletters, and a very active blog.

The goal of the seminars is to provide simple tools that make life easier *every single day for the rest of your life*. Not a bad investment of your time!

Frank Buck

You may use your handheld's QR code scanner to view this short video. The same video is available on our website (FrankBuck.org)



Partial List of Clients

- Alabama A&M/University of Alabama at Huntsville Regional In-Service Center
- Alabama Association of Elementary School Administrators Conference
- Alabama Association of Child Nutrition Directors
- Alabama Educational Technology Conference
- Alabama State Department of Education Mega Conference
- Alabama Staff Development Association
- Alabama State Department of Education Special Education Division
- Alabama Superintendent's Academy
- Association for Supervision and Curriculum Development National Conference
- Auburn City Schools
- Bibb County Schools
- Choctaw County Schools
- Council for Leaders in Alabama Schools
- Fairfield High School
- Florence City Schools
- Homewood City Schools
- Jacksonville State University Regional In-Service Center
- Learning Forward
- Loudon County (Tennessee) Schools
- McGill University (Montreal, Quebec, Canada)
- Michigan Elementary & Middle School Principals Association
- Montgomery Public Schools
- National Association of Elementary Principals National Convention
- National Middle School Association National Conference
- North Alabama Administrators Conference
- North Alabama Technology Conference
- Oak Mountain Middle School
- Oxford High School
- Randolph County Schools
- Southeast Alabama Regional In-Service Center
- Talladega County Band Directors Association
- Trinity Presbyterian School
- University of Montevallo Regional In-Service Center



Get Organized! The 5 Keys to Organization & Time Management
Any grade level. Applicable to teachers or administrators.
Optimum Length—3 hours Keynote Version—75-90 Minutes

This seminar provides a total system for organizing your surroundings and effectively managing your time. The keynote version provides an overview of each of the five keys.

- ✓ Handle the papers. Your desktop can be clear while papers reappear at just the right time.
- ✓ Adopt your own “signature tool,” either paper or digital, to organize all of your information in one place.
- ✓ Put repeating tasks on “autopilot.” You will never worry about forgetting one again.
- ✓ Handle the flood of incoming information. You will learn a simple way to document quickly and completely. You will learn how to get your e-mail empty every day. You will also learn how to use your cell phone to record voice notes on the fly and turn them into text sent to your e-mail.
- ✓ Handle multiple projects. You will have a system that tells you at a glance what is next on any project or goal, keeps all of the related information together, and prevents anything from falling through the cracks

This seminar is very “nuts-and-bolts.” The tools and techniques can be implemented immediately and will save you an estimate of one to two hours a day. You will accomplish more and experience less stress.

Every good thing we do for our students, our families, our communities, or ourselves is accomplished through the dimension of time. Learn to manage your time and organize your surroundings, and you open the potential for accomplishment in many areas.

This workshop coupled with “Free Digital Tools That Increase Productivity” makes for a great full-day combination.



Free Digital Tools That Increase Productivity

Any grade level. Applicable to administrators or teachers

Optimum Length—3 hours

Today’s educator is flooded with an ever-increasing amount of information, and much of it comes in digital form. The result presents both opportunities and challenges.

The seminar focuses on three major areas:

- ✓ Organizing your computer
- ✓ Organizing the Internet
- ✓ Enhancing communication

As we focus on organizing your computer, you will learn the following:

- ✓ How to establish and maintain a good filing system on your computer.
- ✓ How to backup your data easily. If your computer were to crash you will not lose valuable information.

As we focus on organizing the Internet, you will learn the following:

- ✓ How to set up an iGoogle page to serve as your digital dashboard and access it from anywhere in the world.
- ✓ How to stay up to the minute on current trends through the magic of RSS.
- ✓ How to save “favorites” or “bookmarks” of valuable Internet sites so you can access them anywhere in the world.
- ✓ How to use lesser-known features of Google.
- ✓ How to use Google and WolframAlpha as your “one-two punch” for finding information.
- ✓ How to set up GoogleDocs so that you can access your documents from anywhere, share them with anyone you wish, and work collaboratively on documents with selected colleagues.
- ✓ How to replace paper forms with a digital system which automatically organizes your data for you.

As we focus on enhancing communication, you will be able to do the following:

- ✓ Establish a web presence and increase communication in your organization with a blog
- ✓ Establish e-mail practices that are time-savers and not time-wasters

Technology has always promised to make our lives easier. With what you learn in this seminar, this promise becomes a reality.

Get Organized With Outlook

Any grade level. Applicable to teachers or administrators.

Length—Customizable from 75 minutes to 3 hours

Whether you organize with a Palm, a BlackBerry, or other smartphone, the common denominator is the ability to synchronize with Outlook. This workshop teaches strategies for using Outlook to access, store, and retrieve information easily. The aim is increased productivity in a complex world.

Most people know Outlook as a program which can manage e-mail. This powerful program can also organize your life. In this session, you will learn:

- ✓ How to enter an appointment once and have it appear on the calendar every week, every month, etc.
- ✓ How to create an “organized task list” which presents items clearly and in the order they need to be done.
- ✓ How to handle tasks that must be done every week, month, or year.
- ✓ How to use “Contacts” as the one and only address/phone list you will ever need.
- ✓ How to keep a wealth of reference information at your fingertips using “Notes.”
- ✓ How to use the search capabilities of the software to find any information quickly.
- ✓ How to get your e-mail Inbox *empty* every day.
- ✓ How to synchronize Outlook with a smartphone.

“Get Organized With Outlook” can be used as a break-out session. It can also be expanded to a half-day seminar either in a demonstration or hands-on format.



Get Organized With Your BlackBerry

Any grade level. Applicable to administrators or lead teachers

Optimum Length—3 hours

A growing number of people are opting for a cell phone which can do far more than make a phone call. The BlackBerry has the capability to be a total life organizer that fits neatly in your pocket. However, a lack of training exists on how to use its capabilities.

Contents of the workshop include:

- ✓ How to enter an appointment once and have it appear on the calendar every week, every month, etc.
- ✓ How to create an “organized task list” which presents items clearly and in the order they need to be done.
- ✓ How to handle tasks that must be done every week, month, or year.
- ✓ How to use “Contacts” as the one and only address/phone list you will ever need.
- ✓ How to keep a wealth of reference information at your fingertips using “Notes.”
- ✓ How to use the search capabilities of the device to find any information quickly.
- ✓ How to get your e-mail Inbox empty every day.
- ✓ How to synchronize Outlook with a smartphone.

It seems everyone has a smartphone, yet their capability to manage our lives is under-utilized.

This seminar paired with an expanded version of “Get Organized With Outlook” makes for a great full-day experience.



A Day in the Life of the Digital Administrator

Any grade level. Applicable to administrators or lead teachers

Length—75 minutes to 3 hours

In this unique seminar, you will experience what “could be.” See what your day would look like if you were a “*digital administrator*.” You will see how you could:

- ✓ Set up Outlook for maximum efficiency. You will be able to see at a glance the most important tasks for the day *and* view all items in an order that lets you get the most done in the shortest time.
- ✓ Put repeating tasks on “autopilot.” The things you have to do every week, month, or year will re-appear at the right time.
- ✓ Get your e-mail to “empty” every day.
- ✓ Learn the advantage of dual monitors.
- ✓ Use reQall to turn voice notes into text you receive in your e-mail.
- ✓ Let your smartphone serve as your calendar, to-do list, and the only address book you will ever need.
- ✓ Handle multiple projects.
- ✓ Establish an organized filing system on your computer.
- ✓ Communicate effectively through a blog.
- ✓ Use iGoogle as your “*digital dashboard*” and access it from anywhere in the world.
- ✓ Conduct paperless classroom walkthroughs. All data is automatically assimilated back in your office.

In a 75-minute keynote or break-out session, we can walk through the day, giving a quick overview of what the digital administrator’s day would look. In a half-day seminar, we can go into more depth, and allow participants to leave with a good “game plan” as to how they can make the move to becoming digital administrators.



Think It Through Once: Handling Repeating Tasks
Any grade level. Applicable to administrators or teachers
Length—75 minutes

Education is a very cyclic business. Many of our “to-dos” repeat every week, every month, every grading period, or every year at about the same time. What are the chances we will happen to think of them all, each time, and at the right time? Furthermore, many of those responsibilities are scattered throughout various manuals, policy books, and checklists.

Wouldn't it be great if all of those repeating to-dos were pulled together in one place? Wouldn't it be great if we did not have to re-think all of the things we have to do time after time? That is what this workshop does.

In this session, you learn the importance of recognizing repeating tasks as soon as they occur to you. We present three different systems for capturing those tasks, ranging from paper-based to digital strategies.

How would it feel to never have any of those repeating responsibilities fall through the cracks again? How would it feel to know you have a system that is complete and requires little effort to maintain? If those thoughts are appealing, perhaps this session is for you.

Putting repeating tasks on “autopilot” is presented as one of the components of “Get Organized!: The 5 Keys to Organization & Time Management.” In this 75-minute session, perfect for a keynote or conference break-out session, we focus on this one particular topic in detail and ask participants to brainstorm their own list of repeating tasks.



Handling Multiple Projects

Any grade level. Applicable to administrators or teachers

Length—75 minutes

We often feel like a juggler trying to keep many balls in the air at one time. The juggler is successful because he gives each one just the right amount of attention at just the right time. This workshop demonstrates how we can do the same thing with our projects and goals. In this session, you will learn:

- ✓ How to identify your goal in such a way that its accomplishment becomes easier.
- ✓ How to map the next steps that will lead to the goal being accomplished.
- ✓ How and where to store all of the information that goes with a project or goal.
- ✓ How to keep multiple goals and projects going on at the same time and not drop the ball.

Handling multiple projects is presented in “Get Organized!: The 5 Keys to Organization & Time Management.” In this 75-minute session, perfect for a keynote or conference break-out session, we focus on this one particular topic in detail. Participants will examine some of their own projects and begin to apply the workshop’s formula to them.



Your Own Blog in 10 Minutes or Less
Any grade level. Applicable to administrators or teachers
Length—75 minutes

Web 2.0 gives each of us the potential to go beyond the role of “consumers” of digital data and become producers and communicators with a community which extends far beyond the schoolhouse door. This session shows you how to create your own blog fast and for free.

We will examine some existing blogs and compare/contrast their audiences and approaches. The session will lead you step-by-step through the creation of a blog. Finally, we will leave you with a host of tips for maintaining a blog of your very own. After the workshop, you will have the tools at your command to create your own blog, *and do it in 10 minutes or less!*

This workshop has been a favorite, and has allowed people to enter knowing nothing about a blog and leave knowing exactly how to go home that very day and create their own blog—in 10 minutes or less!

Get Organized!
Devoted to making life easier through organization and time management

WEDNESDAY, JUNE 30, 2010

Configuring Outlook

ORGANIZATION MADE EASY!
Tools For Today's Teachers
FRANK BUCK

Throughout *Organization Made Easy!*, we refer to Outlook as a tool to help the teacher with the calendar, to-dos, e-mail, contacts, and reference information. Appendix B in *Organization Made Easy!* provides a concise guide for setting up Outlook so the teacher can make maximum use of this software.

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Labels: Organization Made Easy, Outlook

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ABOUT ME
Dr. Frank Buck

Getting Your Act Together

Upper elementary through high school teachers, parents, students, and administrators

Length—75 minutes

Do you know students who, in spite of high intelligence, have a tough time handling day-to-day school responsibilities? They forget their homework, lose their papers, and always seem to be in a rush in the mornings. Why can't they get their act together?

Much has changed in the world of today's student. However, the relationship between organization and school success is still a strong one. This session explores five habits which relieve stress and make the whole school experience easier:

- ✓ *Writing things down.* A student planner is an essential tool. We talk about its use as an organizational tool for students and communications tool drawing parent, student, and teacher closer.
- ✓ *Clearing out the clutter.* Students will recognize what papers should be thrown away, which need to be simply organized in notebooks, and which papers need action. Parents and students will come to an agreement on where to put papers for the others' attention.
- ✓ *Taming the bookbag.* A bookbag can be a wonderful tool for keeping books and papers together. It can also be a large "black hole" into which all sorts of items disappear forever.
- ✓ *Getting everything ready the night before.* Avoid the morning "rush hour," and avoid a great deal of unnecessary stress.
- ✓ *Breaking big projects down into little parts.* The job which seems overwhelming looks easy when we break it down into small steps. Using the student planner, you will learn how.



Data That Matters:

Using a Balanced Scorecard to Summarize and Organize Data

Applicable to administrators or teachers

Length—75 minutes

School personnel often feel they are drowning in data yet starved for meaning. Filing cabinets are filled with data, yet school leaders are at a loss as to how to organize and communicate what the data is showing. “Data That Matters” provides a single spreadsheet into which schools can enter and track all group data.

Stakeholders will be able to see at a glance past performance, current performance, goals, and the degree to which the school is accomplishing its goals.

Participants will learn the following:

- ✓ The purpose of a balanced scorecard.
- ✓ The types of data which can be tracked using a balanced scorecard.
- ✓ The difference between leading and lagging indicators.
- ✓ How to set and record student achievement goals.
- ✓ A variety of uses for the balanced scorecard throughout the year.
- ✓ How to download and begin using the balanced scorecard.
- ✓ How to use the balanced scorecard as the centerpiece of a strategic plan.

<i>"Data That Matters"</i>													
<i>Spreadsheet Design by Frank Buck Consulting, Inc.</i>		Actual						Goal					
Performance Measure	Unit Measure	1st Six Weeks	2nd Six Weeks	3rd Six Weeks	4th Six Weeks	5th Six Weeks	6th Six Weeks	1st Six Weeks	2nd Six Weeks	3rd Six Weeks	4th Six Weeks	5th Six Weeks	6th Six Weeks
"Top Dog Club"													
Kindergarten	Number of students recognized as "Top Dogs"	13	19	26	27	31	26	15	20	25	28	30	30
1st Grade		15	30	25	22	29	27	15	20	25	28	30	30
2nd Grade		14	14	23	14	25	28	15	20	25	28	30	30
3rd Grade		17	16	14	10	20	30	15	20	25	28	30	30
4th Grade		15	22	22	28	35	35	20	25	25	30	35	35
5th Grade		30	26	34	22	29	31	20	25	25	30	35	35
6th Grade		25	18	16	14	25	40	20	25	25	30	35	35
Total		18	21	23	20	28	31	17	22	25	29	32	32
Great Behavior!													
Kindergarten	Percentage of students receiving A's in conduct	80	75	86	78	80	75	60	70	75	80	80	80
1st Grade		78	74	80	92	90	85	60	70	75	80	80	80
2nd Grade		68	72	66	56	66	70	75	75	75	80	80	80
3rd Grade		56	67	26	54	75	73	75	75	75	80	80	80
4th Grade		74	55	60	72	80	80	75	75	75	80	80	80
5th Grade		62	60	65	70	73	84	75	75	75	80	80	80
6th Grade		50	55	60	65	70	75	75	75	75	80	80	80
Total		67	65	63	70	76	77	70	74	75	80	80	80
Always on Time!													
Kindergarten	Number of tardies per student	2	1.5	1	0.75	0.5	0.25	1.5	1	0.75	0.5	0.25	0.25
1st Grade		2.1	1.5	1	0.5	0.25	0.1	1.5	1	0.75	0.5	0.25	0.25
2nd Grade		2.2	2	1	0.5	0.4	0.3	1	1	0.75	0.5	0.25	0.25
3rd Grade		3	2	1	0.5	0.3	0.2	0.75	0.75	0.5	0.5	0.25	0.25
4th Grade		2.5	0.4	0.5	1	0.5	0.25	0.75	0.8	0.5	0.5	0.5	0.5
5th Grade		3	2	1.5	1	0.5	0.5	0.5	0.5	0.5	0.5	0.25	0.25
6th Grade		1.5	1	0.5	0.5	0.4	0.25	0.5	0.5	0.5	0.5	0.25	0.25
Total		2	1	1	1	0	0	0.92	0.79	0.61	0.5	0.29	0.29

One-on-One Coaching

Length—1/2 Day to a Full Day

Sometimes you just need someone to “walk a mile in your shoes” with you, to see first-hand what your environment is like, and to match their knowledge with your need. That’s where one-on-one coaching becomes invaluable.

What could come from a day of coaching?

- ✓ Clean desk and a system where papers resurface when you need them.
- ✓ Computer where files are organized logically and a clear game plan for how to backup your data.
- ✓ Empty e-mail inbox and a strategy for keeping it that way.
- ✓ Outlook set up for as a true system for keeping your life in order.
- ✓ BlackBerry strategies which allow you to be productive when you are out and about.

Two telephone calls, scheduled at one week and two weeks after the session will help fine-tune your system.

Your days are busy, but they need not be as stressful as they are right now. We can get you organized and make it look easy!

Communication and Planning

Length—1/2 Day to a Full Day

Are you trying to move your organization forward and need a plan that will keep everyone in the loop? Let me help with:

- ✓ Using technology to establish simple, effective, and fun communication systems between you and your faculty or community.
- ✓ Helping you get the most out of meetings.
- ✓ Assisting you with goal setting, goal tracking, and becoming proficient at follow-through.

Special Projects

Need a form, spreadsheet, or engaging PowerPoint presentation? Tell us what you need and we can design it!

The key to making professional development “stick” is follow-up. Here is what you get, and it’s all free:



A blog with over 6 years of content. New content is currently being added continuously.



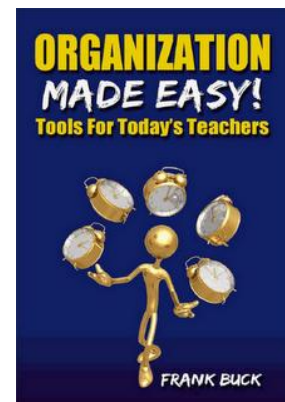
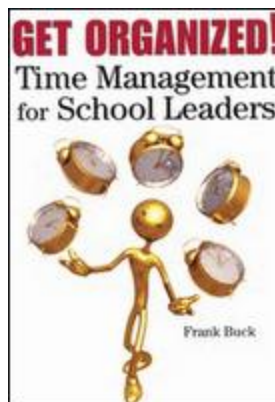
A website offering free resources. One that will be of great interest is a strategy for setting up and using Microsoft Outlook.



Monthly e-mail newsletters.

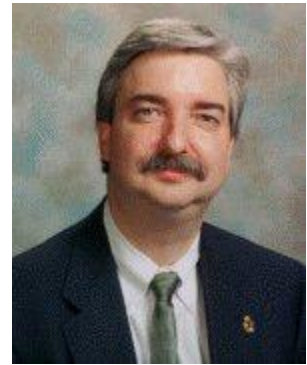
Additional resources:

Get Organized! Time Management for School Leaders and Organization Made Easy!: Tools for Today’s Teachers are available from Eye on Education (www.eyoneducation.com). The price is \$29.95.



Biography

Frank Buck has served as a teacher, principal and central office administrator during a career in education spanning almost 30 years. He realized early that getting organized and managing time well makes life easier. Dr. Buck adopted and perfected tools which have been with him throughout his career, and for over a decade has shared those ideas in workshops designed for those in education. His blend of content and humor has made him a favorite with audiences.



Dr. Buck's books, *Get Organized! Time Management for School Leaders* and *Organization Made Easy!: Tools for Today's Teachers* capture those ideas in an easy-to-read, "nuts-and-bots" approach to time management and organization. Whether one's preference is to organize with paper or with a digital system, his approach makes getting organized easy.

Presentations at national conferences include the Association for Supervision and Curriculum Development, National Association of Elementary School Principals, National Middle School Association, and the National Staff Development Council.

Dr. Buck has been named to *Who's Who in American Education*, *Outstanding Young Men of America*, and has numerous honors in the field of music education, including the National Band Association *Citation of Excellence*. As a principal, he was honored statewide through the Alfa "Teacher of the Month" program. As a central office administrator, he is a recipient of the "Chiquita Marbury Award for Technology Innovation." As a speaker, the University of Montevallo College of Education named him an "Outstanding Alumnus" for his work in professional development. Dr. Buck's articles have appeared nationally in *Principal* magazine.

Comments from past workshops attendees

- ❖ *“This morning when I returned to the office I did my first ever drag and drop to my calendar on Outlook - wahoo! The tickler file will come next week!”*
- ❖ *“One of the most informative sessions I have been to in 5 years.”*
- ❖ *“I saw your presentation at the ASCD conference in New Orleans and was blown away. Please send me your monthly email essays.”*
- ❖ *“Practical down to earth user-friendly content. Excellent!”*
- ❖ *“One of my professional goals is to be more organized and to manage time more effectively. This hit the target.”*
- ❖ *“Thank you. These are tools I can and will use! WHEW!”*
- ❖ *“Practical, down-to-earth user-friendly content. Excellent!”*
- ❖ *“Where have you been all my life? This is a great idea! Thank you so very much.”*
- ❖ *“FANTASTIC! One of the best I’ve been to! I could have stayed longer.”*
- ❖ *“You changed my life!”*

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“Organization Made Easy”