

# SPECIAL-ED SURVIVAL 101

## AVOIDING BURNOUT:

The BEST ADVICE I've ever received from two incredible special educators is:

- 1) Leave your work at school. School items need to be left at school and home items need to be left at home. Some may not find that realistic but it has worked perfectly for me.
- 2) Work during your contract hours. There are occasions you will need to stay after, but make it an occasion and work hard during your contract so you can go home on time.



## DAILY SURVIVAL:

Remember to always have a plan and stick to it, but what to do about school requests, district requests, parent contact logs and everything else.

- 1) Have a running TO DO LIST on your desk with priority codes (i.e. 1=do ASAP 5=within the next few weeks)
- 2) Get hanging folders and put in your desk drawer. When you get requests, file them in the appropriate folder until you get to them. This way you won't be buried in papers and you can keep your desk organized.
- 3) Get a 3-ring binder and put a PARENT CONTACT LOG for each student in it. Place binder near your telephone/computer. Then when parents call, you can record the contact. When contact sheet is filled up, put it in IEP folder and place a new sheet inside your binder.