

Helene Segura, M.A. Ed., CPO®

Author | Speaker | Productivity Expert

Get organized. Save time. Get more done.™

Author

Less Stress for Teachers www.LessStressForTeachers.com
ROAD MAP to Get Organized www.RoadMapToGetOrganized.com

Speaker

Excerpt on overwhelm: <http://bit.ly/3OrgTips>
Excerpt on procrastination: <http://bit.ly/ProCrastinate>
Workshops: <http://bit.ly/StaffDev>
Media appearances: www.LivingOrderSA.com/media

Productivity Expert

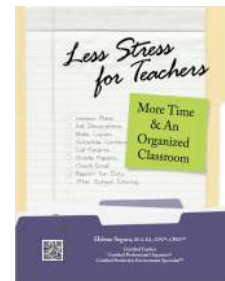
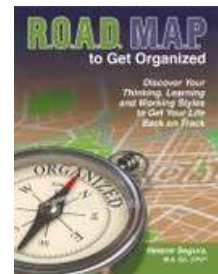
Coaching: <http://LivingOrderSA.com/business-productivity/>
Background: <http://LivingOrderSA.com/helene-bio/>

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Google+: <http://bit.ly/LivingOrderSAGoogle>

Contact

Phone: 210-892-4990 x73
Email: saoffice@livingordersa.com
Mail: PO Box 830852, San Antonio, TX 78283



Author, speaker and productivity expert Helene Segura spent over a decade as a classroom teacher in a Title I school (and her husband is still a teacher), so she understands the pressures educators are experiencing. Helene helps stressed out folks regain control of their chaotic living and working spaces by teaching clients how to understand their core issues causing disorganization and thereby prevent it in the future. She was one of the first professional organizers in South Texas to earn the prestigious Certified Professional Organizer® designation. She holds teacher and mid-management certifications from the state of Texas and has earned Who's Who Among America's Teachers and Teacher of the Year honors, including being honored as her school's Trinity Award Nominee. Helene is a member of the National Association of Professional Organizers (NAPO) and its local chapter, NAPO-San Antonio, for which she was one of the founding members as Director of Technology. She is on the Steering Committee of and a National Trainer for NAPO's Quantum Leap program through which she volunteers at local non-profits. Helene serves on the Board of Directors for WELEAD, the local chapter of the National Association for Female Executives (NAFE). She is also the Director of Communications for the international Board of Certification for Professional Organizers. Helene serves on the trailblazing team providing organizing help online at *The Clutter Diet*. She has been a featured organizing expert in publications such as *Woman's Day Magazine*, as well as on Fox, CBS, and NBC affiliates. Helene is the author of *R.O.A.D.M.A.P. to Get Organized: Discover Your Thinking, Learning and Working Styles to Get Your Life Back on Track* as well as *Less Stress for Teachers: More Time & An Organized Classroom*.

Helene Segura, M.A. Ed., CPO® - Organizing & Productivity Expert
· On-site · Online · www.LivingOrderSA.com · Phone · Workshops ·

"I've been a teacher for 12 years, and this is the first time I actually 'listened' at a workshop and learned some good information and ideas."

—Name Withheld
Teacher, Northside ISD

"You are an excellent speaker! Teachers can be a tough crowd, but they really enjoyed you. I don't know how you do it!"

—Chuck Raymer
Principal, Montessori School of San Antonio

"We certainly enjoyed the session, Helene. Reading specialists continue to tell me how much they learned from it, and what projects they've accomplished."

—Candace E. Anderson
Instructional Specialist, Northside ISD

"Your tips are so simple, but important. I like the personal touch – including responses from our surveys. I liked the way you walked around the room. Great workshop! Our teachers love it!"

—Christina Hollis
Academic Dean, Holmes High School

Teachers change lives. Now you can change a teacher's life!

How can you **IMPROVE TEACHER PRODUCTIVITY**, which in turn will **INCREASE TEST SCORES**?

How can you **RAISE TEACHER MORALE** and increase the retention rate?

How can you help **EASE "THE OVERWHELM"** for teachers in your school?

It's quite simple:

Make sure they have a copy of
**Less Stress for Teachers:
More Time & An Organized Classroom**

or

Arrange for the
Less Stress for Teachers: The T.E.A.C.H. Approach™
workshop, which will **GIVE TEACHERS THE TOOLS THEY NEED to:**

- ◇ Control the five key areas of every school day
- ◇ Create time where previously thought impossible
- ◇ Set up a classroom in the most efficient way
- ◇ Manage email, paperwork, lesson plans
- ◇ Lower stress levels

Productivity expert Helene Segura understands what teachers are going through. Before earning her Certified Professional Organizer® credential and being named to the international Board of Certification for Professional Organizers, she began her adult life as an idealistic, fresh-out-of-college classroom teacher. She spent over a decade teaching at a Title I school that was on 100% free breakfast and lunch programs. Her passion for helping her students and creating quality lessons nearly succumbed to the stress and pressure she felt behind the scenes. Her book and workshops demonstrate the systems and mindset that she developed in order to survive and thrive as a teacher.

What would having a workshop with all of these tools do for your teachers' stress levels *and* therefore increase your students' performance?

Call (210) 892-4990 x73 to book a workshop today!

Helene Segura is an approved TEA CPE Provider.

What do Organization and Productivity have to do with test scores and student performance?

The average person loses 30 minutes per day because of inefficient routines and the stress produced from that inefficiency. That equates to losing 2.5 hours per work week - which is 10 hours per month and a whopping 90 hours per school year! That's the equivalent of **losing 11 school days!**

Based on those lost hours, a teacher earning \$45,000 annually loses \$2,650 per school year in productivity time. A school with **200 teachers, faculty and staff loses \$530,000 or 2,200 days per school year!**

A disorganized, stressed-out teacher loses valuable classroom time. Wouldn't you rather use that time to help your students improve their test scores?

How would you like to learn how to get those 2,200 days of lost teaching time back?

Standard Workshop Inclusions

- On-going discussion with campus contact for
 - Pre-assessment
 - Logistics planning
 - Workshop needs
- Workshop on topics chosen based on ***the needs expressed in a faculty poll*** we provide and monitor
- Preparation of ***customized workshop content*** for your campus based on the above discussions and faculty input
- Delivery of copy master for workshop activity booklet
- Arrival at least 30 minutes prior for screen check and sound check
- Presentation of interactive workshop for up to 200 attendees
- Remaining onsite up to 30 minutes after the workshop to answer individual questions

Aftercare

Workshops with "aftercare" noted include **200 copies** of *Less Stress for Teachers: More Time & An Organized Classroom*. This 150-page book provides the coaching support teachers and staff need throughout the year to continue to learn and follow through on their goals for improving their efficiency and productivity. This guide has been utilized by both teachers and business people to improve their time management, email management, space management and paper management systems, as well as their organizational skills at school (or at the office) and in their personal lives.

Overall Workshop Goals

- Re-evaluate your current routines and perspectives
- Determine your priorities
- Learn five key areas that need to be addressed on a daily basis:
The T.E.A.C.H. Approach™
- Analyze what changes you need to implement to bring order to your school day
- Map out your action plan

For customized workshops, the topics are chosen based on the needs expressed in the faculty poll. The following are the specific topic possibilities:

Time Management – Allow a minimum of two hours for this topic.

Analysis of time usage
Priority determination
“Time suck” trouble shooting
Schedule/Calendar plan development
Bottom line: How to “do it all” in only 24 hours

Email Management – Allow one hour for this topic – longer if staff have laptops with them.

Email pitfalls to avoid
How to process emails efficiently
Retention and prevention guidelines
Email routine development
Bottom line: How to not let email overtake your work/personal life

Assignments/Lesson-Planning Management – Allow up to one hour.

How to plan and grade more efficiently
Bottom line: How to still be an effective teacher without getting overloaded by work

Classroom Setup and Organization – Allow a minimum of one hour for this topic.

The science of spatial organization
Arrangement/storage plan development
Bottom line: How to set up and maintain an organized classroom

Handout and Paper Management – Allow a minimum of one hour for this topic.

Paper pitfalls to avoid
How to process papers efficiently
Retention guidelines
Paper management system development
Bottom line: How to set up and maintain incoming/outgoing paper systems

Call 210-892-4990 x73 to request your customized proposal today!