

Get Organized!

Book Study



EARN AN ACLD PLU

while increasing your productivity

Alabama educators holding administrative certification can earn an ACLD Professional Learning Unit (PLU) through *Book Study on Get Organized!: Time Management for School Leaders (2nd Edition)*. Log into PowerSchool Professional Learning and search for course number **248504**.

WHAT YOU GET

Thousands have read *Get Organized!: Time Management for School Leaders*. They have used it to gain control over their time and surroundings. The book study may involve a large group, a single person, or anything between. An online companion guides you through the book. Here, you will find bonus materials that expand on technology topics in the book.

Multiple choice and discussion questions check understanding and provide rigor. A final project brings all the concepts of the book together.

Participants earn membership in a *Private Facebook Group*, giving them regular access to the author. They can also engage other group members in conversation.

Participants move as a cohort through the three-month course. A new cohort starts each January 1, April 1, July 1, and October 1.

The cost for the PLU is \$97 per person. Each person is responsible for securing a copy of the book.

For more information, contact Dr. Frank Buck

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(205) 440-2454

NEXT STEPS

1. **Secure a copy** of *Get Organized!: Time Management for School Leaders (2nd Edition)*. It is available from the publisher (Routledge) at this URL: <http://bit.ly/ordergetorganized>
You can also order the book from Amazon.com. (Usually faster)
2. **Register** on PowerSchool Professional Learning so credit can be awarded. Course #248504
3. **Register** for the online course at bit.ly/getorganizedbookstudy This site handles the registration fee and guides you through every aspect of the course.

FREE PREVIEW

To preview the course, go to bit.ly/getorganizedbookstudy and create an account. Select “Free Trial.”

You will gain access to the course introduction and take a self-assessment. The results will include suggestions on where to concentrate in the book to improve in each area.

In the free trial, you will also see the contents of each course module.

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**New cohort starts Jan. 1,
April 1, July 1, Oct. 1
Sign up on PowerSchoolPD
Course #248504**

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Options available for individual or group book study. We can also arrange live PD workshops with the author.



What others are saying...

Is it time to get your life back? In the ten minutes it takes to read (and the one hour it takes to implement) even the first chapter of *Get Organized!*, you'll gain a sense of ease and control over your workload. As a former high school teacher, I wish I had been given this book the week before I started my teaching career. Read it today, and regain time...and your life ...tomorrow.

—Jason W. Womack, Author

Your Best Just Got Better and Get Momentum

I hope that *Get Organized!* soon becomes required reading in education and administrative classes.

— Dr. Mary Langer Thompson

While *Get Organized! Time Management for School Leaders* is a relatively quick read, it will instantly become your go-to manual as you look to increase your most valuable resource in education: Time.

-- Michael Janatovich

A great book on leadership and time management.

—ASCD EDGE