

## TICKLER FILES

Stop re-inventing the wheel! Do something once, make notes for next time and file them in Tickler Files! Ticklers are sanity savers!

Think about the last big thing you had to do, such as the first day of the new school year. Was it at all hectic? Were there some things you could have done prior to the actual day that would have made the day go more smoothly? Were there some things you wish you had purchased or delegated? What do you wish you had done differently? Ticklers are the answer!

You need Tickler Files for:

- **Each month** (Be sure to file a copy of this year's monthly parent and staff newsletters in each month's file. You'll find that they are great springboards to writing next year's newsletters for the same month.)

- **Each special event** such as Graduation Program, Halloween Carnival, Christmas Program, Spring Break for Schoolers, and Easter.

For example: Muffins with Mom for Mother's Day - clean the microwave the day before, buy squeeze butter, pretty paper napkins, orange juice, classical music CD, CD player, make sure edges and underside of table are not sticky, and that the trash can is not gross. 75 moms came last year with most coming between 7:45 and 8:15. There was a lot of waste so try mini-muffins next year.

- **Parent News Board** - Stick stuff in here as you come across it and you'll have new things ready to post when it is time to change the board.

- **Monthly Parent Newsletter** - As you think of things throughout the month you need to remind parents about (names in jackets, breakfast stops at 9:00 a.m.) etc., write a reminder and stick it in the Tickler. Then when you sit down to write the Parent News for the upcoming month, it will practically write itself. No "writer's block!" (You can also make notes for next year on things you forgot to include.)

- **Monthly Staff Newsletter** (See Parent News)

- **Staff Training** - What are you noticing about your staff this month (good and bad) that you want to address at the next training or staff meeting? Does your staff need an update on the Minimum Standards? Following schedules? Did you hear about a good training seminar you want some of your teachers to attend? Put the info in this Tickler and when it is time to plan for your next training seminar or Staff Meeting, you'll have a great start!

**Ticklers are great places to file reminders to yourself as well.** Does the cook need to renew her Food Handler's Permit in August every two years? File a reminder in the July Tickler. File reminders for Bus and van inspections and registrations, smoke alarm tests, gas line tests, even buying heart shaped doilies in January because they are always sold out in February!

Always check the Tickler for the upcoming month on the third Wednesday of the current month and you will never forget anything again.