

GETTING ORGANIZED FOR THE ALT'S ROLE

IVAN HA

AGENDA

1. SCHOOL CALENDARS
2. NOW UNTIL THE NEW SCHOOL YEAR
3. LESSON PLANNING
4. IMPORTANT EVENTS
5. TIPS AND TRICKS

ABOUT MY TEACHING SITUATION

- ▶ I teach for 2 senior high schools.
- ▶ My main school is mid level
 - ▶ I change textbooks every year.
- ▶ 2nd school is lower level
 - ▶ Use the same textbook every year.
 - ▶ Teach students Industrial English

福岡県立中間高等学校 H28.3.22

| | 1月 | 2月 | 3月 |
|----|---------------------------------------|-----|-----|
| 7 | 火 3年出校日 | 6月 | 追査日 |
| 8 | 水 推薦入試 | 7月 | |
| 9 | 木 学年末考査(1,2年) 卒業認定会議 員員会議 | 8月 | 6月 |
| 10 | 金 学年末考査(1,2年) 3年補講 | 9月 | 7月 |
| 11 | 土 廣國記念の日 | 10月 | 5月 |
| 12 | 日 学年末考査(1,2年) 3年補講 | 11月 | 6月 |
| 13 | 月 学年末考査(1,2年) 3年補講 各種内選講一日体験学習会(1-2年) | 12月 | 7月 |
| 14 | 火 A 水1 水2 水3 水4 水5 S H 2 | 1月 | 8月 |
| 15 | 水 追査日 | 2月 | 9月 |
| 16 | 木 卒業追認会議 | 3月 | 10月 |
| 17 | 金 芸術鑑賞(1年) | 4月 | 11月 |
| 18 | 土 センターエントリートライアル実施会(2年) 内記者保護者会 | 5月 | 12月 |
| 19 | 日 英検二次 | 6月 | 1月 |
| 20 | 月 B 月1 月2 月3 月4 月5 月6 月 | 7月 | 2月 |
| 21 | 火 B 火1 火2 火3 火4 火5 火6 | 8月 | 3月 |
| 22 | 水 志願先変更受付(~27日) | 9月 | 4月 |
| | B 水1 水2 水3 水4 水5 S | 10月 | 5月 |
| | B 金 | 11月 | 6月 |

平成28年度 年間行事予定表

| 4月 | 5月 | 6月 | 7月 | 8月 | 9月 | 10月 | 11月 | 12月 | 1月 | 2月 | 3月 |
|-----------------------|------------------|------------------|------|-------------|------|------------|------|------------------|------|------|------|
| 1 総合体育診断 金 日 | 1 本 | 1 金 | 1 本 | 1 本 | 1 本 | 1 本 | 1 本 | 1 本 | 1 本 | 1 本 | 1 本 |
| 2 月 | 2 木 | 2 大運動 火 上 | 2 火 | 2 選抜推薦(1年生) | 2 木 | 2 文化祭 土 | 2 木 | 2 本 | 2 木 | 2 本 | 2 木 |
| 3 国 | 3 金 | 3 文化祭 金 | 3 日 | 3 水 | 3 土 | 3 体育祭 火 | 3 木 | 3 文化祭(1,2年) 木 | 3 木 | 3 本 | 3 木 |
| 4 入考査(1年) 月 新規登録準備 | 4 火 | 4 みどりの日 木 | 4 火 | 4 水 | 4 火 | 4 本 | 4 木 | 4 木 | 4 木 | 4 木 | 4 木 |
| 5 火 | 5 木 | 5 二どもの日 木 | 5 火 | 5 木 | 5 火 | 5 本 | 5 木 | 5 木 | 5 木 | 5 木 | 5 木 |
| 6 木 | 6 木 | 6 大運動 木 | 6 火 | 6 木 | 6 土 | 6 本 | 6 木 | 6 木 | 6 木 | 6 木 | 6 木 |
| 7 木 | 7 木 | 7 オープンスクール 木 | 7 火 | 7 木 | 7 火 | 7 木 | 7 木 | 7 木 | 7 木 | 7 木 | 7 木 |
| 8 木 | 8 木 | 8 フルアドミッション 木 | 8 火 | 8 木 | 8 火 | 8 木 | 8 木 | 8 木 | 8 木 | 8 木 | 8 木 |
| 9 木 | 9 木 | 9 木 | 9 火 | 9 木 | 9 木 | 9 木 | 9 木 | 9 木 | 9 木 | 9 木 | 9 木 |
| 10 木 | 10 木 | 10 英検(一次) 木 | 10 火 | 10 木 | 10 木 | 10 木 | 10 木 | 10 木 | 10 木 | 10 木 | 10 木 |
| 11 火 | 11 火 | 11 英検(1,2年) 土 | 11 木 | 11 木 | 11 木 | 11 木 | 11 木 | 11 木 | 11 木 | 11 木 | 11 木 |
| 12 火 | 12 白石と協働を学ぶ 火 | 12 火 | 12 木 | 12 木 | 12 木 | 12 木 | 12 木 | 12 木 | 12 木 | 12 木 | 12 木 |
| 13 木 | 13 木 | 13 言語理解(1年生) | 13 火 | 13 木 | 13 火 | 13 木 | 13 火 | 13 木 | 13 火 | 13 木 | 13 木 |
| 14 木 | 14 木 | 14 心理測定(1年) 水 | 14 日 | 14 木 | 14 木 | 14 木 | 14 木 | 14 木 | 14 木 | 14 木 | 14 木 |
| 15 木 | 15 木 | 15 心理測定(1年) 木 | 15 木 | 15 木 | 15 木 | 15 木 | 15 木 | 15 木 | 15 木 | 15 木 | 15 木 |
| | | | | | | | | | | | |

SCHOOL CALENDARS



平成28年度 年間行事予定表(12月～3月)

福岡県立八幡工業高等学校

| 日 | 曜 | 12月行事予定 | 日 | 曜 | 1月行事予定 | 日 | 曜 | 2月行事予定 | 日 | 曜 | 3月行事予定 |
|----|---|----------------------|----|---|------------|----|---|---------------|----|---|------------|
| 1 | 木 | | 1 | 日 | 元日 | 1 | 水 | 1・2年考査前補習 | 1 | 水 | 卒業式 |
| 2 | 金 | | 2 | 月 | 振替休日 | 2 | 木 | 3年科評価表提出 | 2 | 木 | |
| 3 | 土 | 交通安全教室③ 第二種電気工事士(技能) | 3 | 火 | | 3 | 金 | 3年成績一覧表提出 | 3 | 金 | 1・2年追認会議 |
| 4 | 日 | 第一種電気工事士(技能) | 4 | 水 | | 4 | 土 | | 4 | 土 | |
| 5 | 月 | 頭髪服装検査 科評価表提出 | 5 | 木 | | 5 | 日 | | 5 | 日 | |
| 6 | 火 | ▲ 海外修学旅行(2年) | 6 | 金 | | 6 | 月 | 3年追認会議 頭髪服装検査 | 6 | 月 | |
| 7 | 水 | 成績一覧表提出 | 7 | 土 | | 7 | 火 | | 7 | 火 | |
| 8 | 木 | | 8 | 日 | | 8 | 水 | | 8 | 水 | |
| 9 | 金 | | 9 | 月 | 成人の日 | 9 | 木 | | 9 | 木 | |
| 10 | 土 | | 10 | 火 | 始業式 頭髪服装検査 | 10 | 金 | | 10 | 金 | |
| 11 | 日 | | 11 | 水 | | 11 | 土 | 建国記念の日 | 11 | 土 | |
| 12 | 月 | 2年代休(12/10) | 12 | 木 | | 12 | 日 | | 12 | 日 | |
| 13 | 火 | ▲ 保護者会(午後) 捕習追査 | 13 | 金 | | 13 | 月 | | 13 | 月 | |
| 14 | 水 | | 14 | 土 | | 14 | 火 | | 14 | 火 | |
| 15 | 木 | | 15 | 日 | | 15 | 水 | | 15 | 水 | 進級判定会議 |
| 16 | 金 | 終業式 | 16 | 月 | 3年考査前補習 | 16 | 木 | ▲ 1・2年学年末考査 | 16 | 木 | |
| 17 | 土 | | 17 | 火 | | 17 | 金 | | 17 | 金 | 修了式・合格者登校日 |
| 18 | 日 | | 18 | 水 | PTA挨拶運動③ | 18 | 土 | | 18 | 土 | |
| 19 | 月 | | 19 | 木 | | 19 | 日 | | 19 | 日 | |
| 20 | 火 | | 20 | 金 | | 20 | 月 | | 20 | 月 | 春分の日 |
| 21 | 水 | | 21 | 土 | | 21 | 火 | | 21 | 火 | 教科書販売 |
| 22 | 木 | | 22 | 日 | | 22 | 水 | | 22 | 水 | |
| 23 | 金 | 天皇誕生日 | 23 | 月 | | 23 | 木 | | 23 | 木 | |
| 24 | 土 | | 24 | 火 | | 24 | 金 | | 24 | 金 | |
| 25 | 日 | | 25 | 水 | | 25 | 土 | | 25 | 土 | |
| 26 | 月 | | 26 | 木 | ▲ 3年学年末考査 | 26 | 日 | | 26 | 日 | |
| 27 | 火 | | 27 | 金 | | 27 | 月 | 1・2年科評価表提出 | 27 | 月 | |
| 28 | 水 | | 28 | 土 | | 28 | 火 | 1・2年成績一覧表提出 | 28 | 火 | |
| 29 | 木 | | 29 | 日 | | 29 | 金 | | 29 | 金 | |
| 30 | 金 | | 30 | 月 | | 30 | 日 | | 30 | 日 | |
| 備 | 考 | | | | | | | | | | |
| 考 | | | | | | | | | | | |



THE SEMESTER CALENDAR

[3月]
・中高連絡会
・クラスマッチ



田勢調査
2015

| 日 | 1月 13(金)日 | | | | | | | 1月 16(月)日 | | | | | | | 月 日 | | | | | | | | | | | | | | | | |
|---|-----------|---|---|-----|----|----|----|-----------|----|----|----|----|----|----|------|------|---|---|---|---|---|----|---|---|---|---|---|---|---|---|--|
| 4 | 5 | 6 | 7 | 氏名 | 課 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 氏名 | 課 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 氏名 | 課 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| | | | | 保佐 | | 藤井 | 庄島 | 上妻 | 河部 | 片山 | 宮本 | | | | 正之 | 正之 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | 13.1 | 14.2 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | 14.1 | 15.2 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | 15.1 | 16.2 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | 25 | | | | | | | | | | | | | | | | |
| | | | | (2) | 花田 | | 木田 | 安井 | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | (2) | 堺口 | | 福山 | 上鶴 | 山添 | 小原 | 東 | 中村 | 千堀 | 武内 | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | (2) | 太坂 | | 山上 | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

TEACHER'S BOARD

6 2016 JUNE

Monthly Plan

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | WEEKLY SCHEDULE |
|--------|--|---|---|---------------------------------------|--------------------------------------|---------------------|-----------------|
| | | | 1 ✓ C5 - L4 C1 - 1st lesson 150 Set up | 2 ✓ C - IE1 ✓ M2 - IE1 | 3 Cultural festival | 4 Cultural festival | |
| 5 | 6 ACT Meetings ✓ C6 - L3 ✗ I-4 - 1st lesson 40% marking | 7 ✓ E6 - IE1 JC - cancelled ✓ M1 - IE2 ✓ M3 - IE1 | 8 1st, 2nd period only ✓ C5 - LS | 9 ✗ C - IE2 ✗ M2 - Cancelled | 10 ✓ P3 C3 - L3 ✓ P5 C2 - L3 | 11 | |
| 12 | 13 ✓ I-1 - L3 P2, I-6 - L4 | 14 E10 Sports Day M1 practice M3 | 15 ✓ P2 C5 - R ✓ P5 C1 - R | 16 C sports M2 day practice | 17 ✓ P3 - R ✓ P5 - R No ESS | 18 YHS Sports Day | |
| 19 | 20 ✓ I-4 - R ✓ I-6 - R | 21 E - IE2 C - IE2 M1 - IE2 M3 - IE2 | 22 Day off? | 23 Final - VHS C - IE2 M2 - IE2 | 24 | 25 | |
| 26 | 27 | 28 ends End | 29 ✓ P2 I-5 - IE1 ✓ P5 I-1 - L4 | 30 C - R M2 - R | | | |

| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | 1 | 2 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | |

WHAT'S YOUR TEACHING SITUATION?

DO YOU USE THE SCHOOL CALENDARS?

DO YOU HAVE A PERSONAL CALENDAR?

HOW DO YOU ORGANIZE EACH TERM?

DISCUSSION

NOW UNTIL THE BEGINNING OF THE NEW SCHOOL YEAR.

- ▶ Finals
- ▶ Eiken Interviews
- ▶ Graduation
- ▶ Class match in March
- ▶ Last lessons



Reading Newspapers

There are many kinds of newspapers. Many people enjoy reading them before they go to work or school. People can get interesting and useful information, so they have fun when they read newspapers.

Answer Sheet

Please write your answer on the line.

(No. 1) Please look at the passage. Why do people have fun when they read newspapers?

(No. 2) Please look at the picture. What is the boy going to do?

(No. 3) Where is the clock?

(No. 4) What time did you go to bed last night?

EIKEN LESSONS



No. What do you usually do on Sundays?



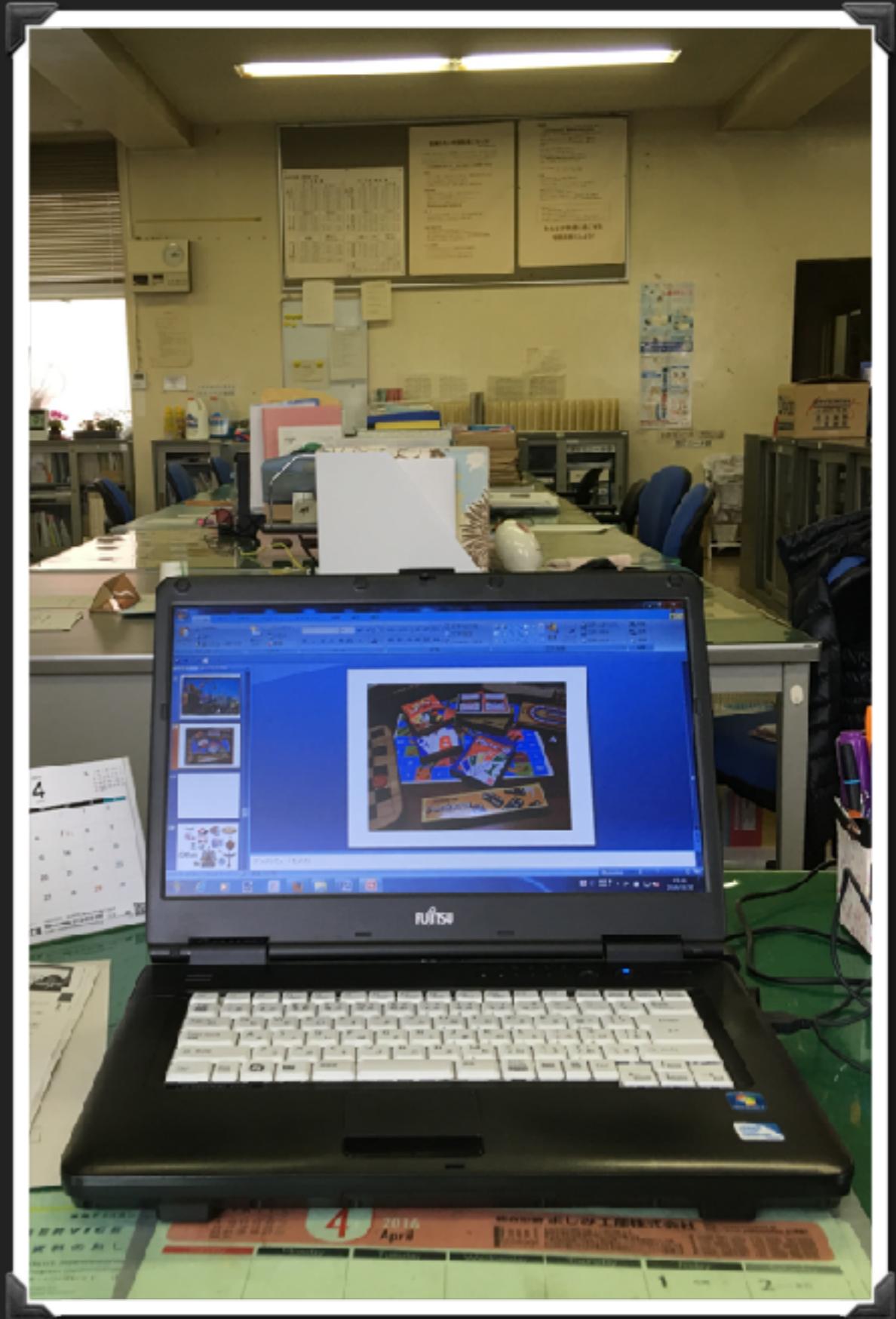
GRADUATION

LAST 2 WEEKS OF MARCH TO FIRST WEEK OF THE NEW SCHOOL YEAR

- ▶ The tension is high among the teachers
- ▶ Many Teacher Meetings
- ▶ Teachers will probably change grades.
- ▶ Say good bye to teachers who change schools or retire.
- ▶ A new supervisor
- ▶ New textbook

HOW TO FILL THE TIME

- ▶ Speak with students and teachers.
- ▶ Discuss with your new supervisor about lesson ideas.
- ▶ Prepare some lessons
- ▶ Relax and go on a trip.
- ▶ Study Japanese



THE NEW SCHOOL YEAR - MID TERMS

- ▶ Assemblies
- ▶ Medical checkups
- ▶ Farewell Ceremony and Enkai
- ▶ Club recruitment day

WHAT WAS YOUR EXPERIENCE LIKE WITH GRADUATION?

WHAT SURPRISED YOU ABOUT THE CHANGE IN THE NEW YEAR?

HOW CAN YOU BE PRODUCTIVE DURING THIS TIME?

HOW CAN YOU PREPARE FOR THE NEW SCHOOL YEAR?

DISCUSSION

LESSON PLANNING

PRE-LESSON PLANNING

- ▶ Talk to your supervisor
 - ▶ Use of Textbook
 - ▶ Active learning
 - ▶ Task-based learning
 - ▶ Warm-up activities

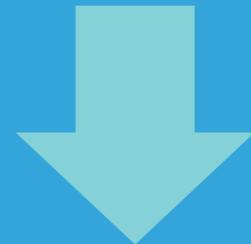


LESSON PLANNING METHODOLOGY

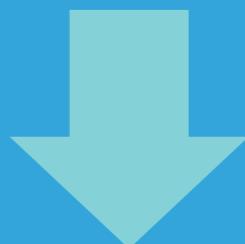
► ESA method

- ▶ **Engage** - warm-up activity
- ▶ **Study** - teach grammar points or new expressions and have them practice in a controlled setting.
- ▶ **Activite** - do some type of activity related to the study phase.

Engage



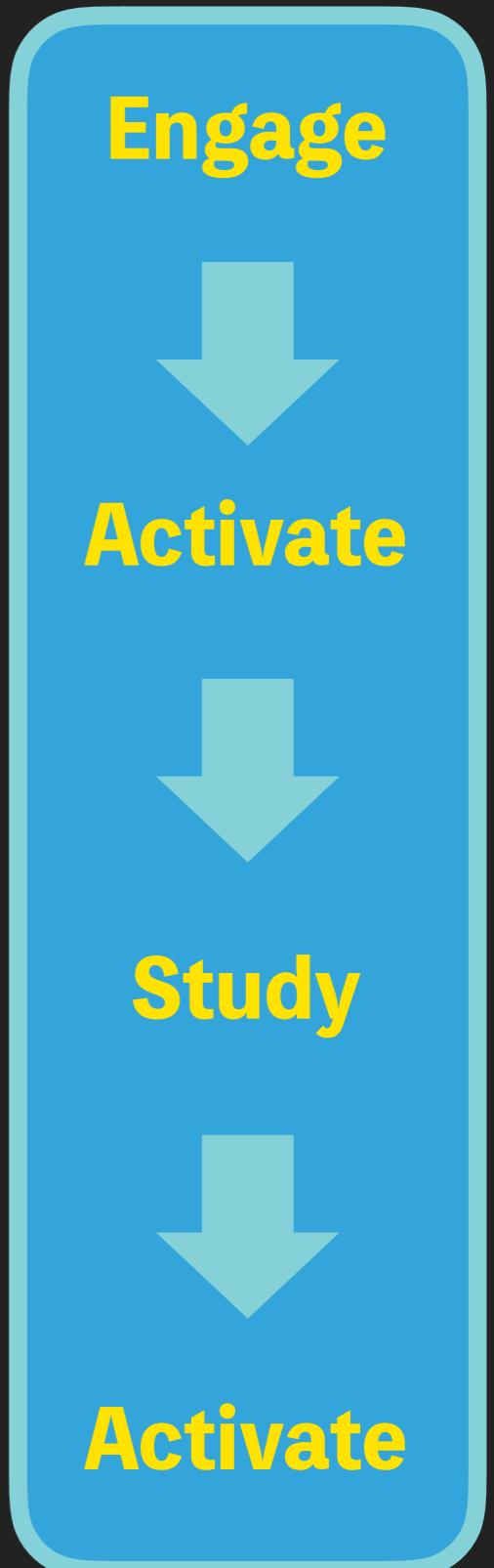
Study



Activate

BOOMERANG ESA LESSON

- ▶ **Engage** - A discussion about jobs
- ▶ **Activate** - Role-play a job interview
- ▶ **Study** - practice areas where students had difficulty during role-play.
- ▶ **Activate** - Students role-play another job interview

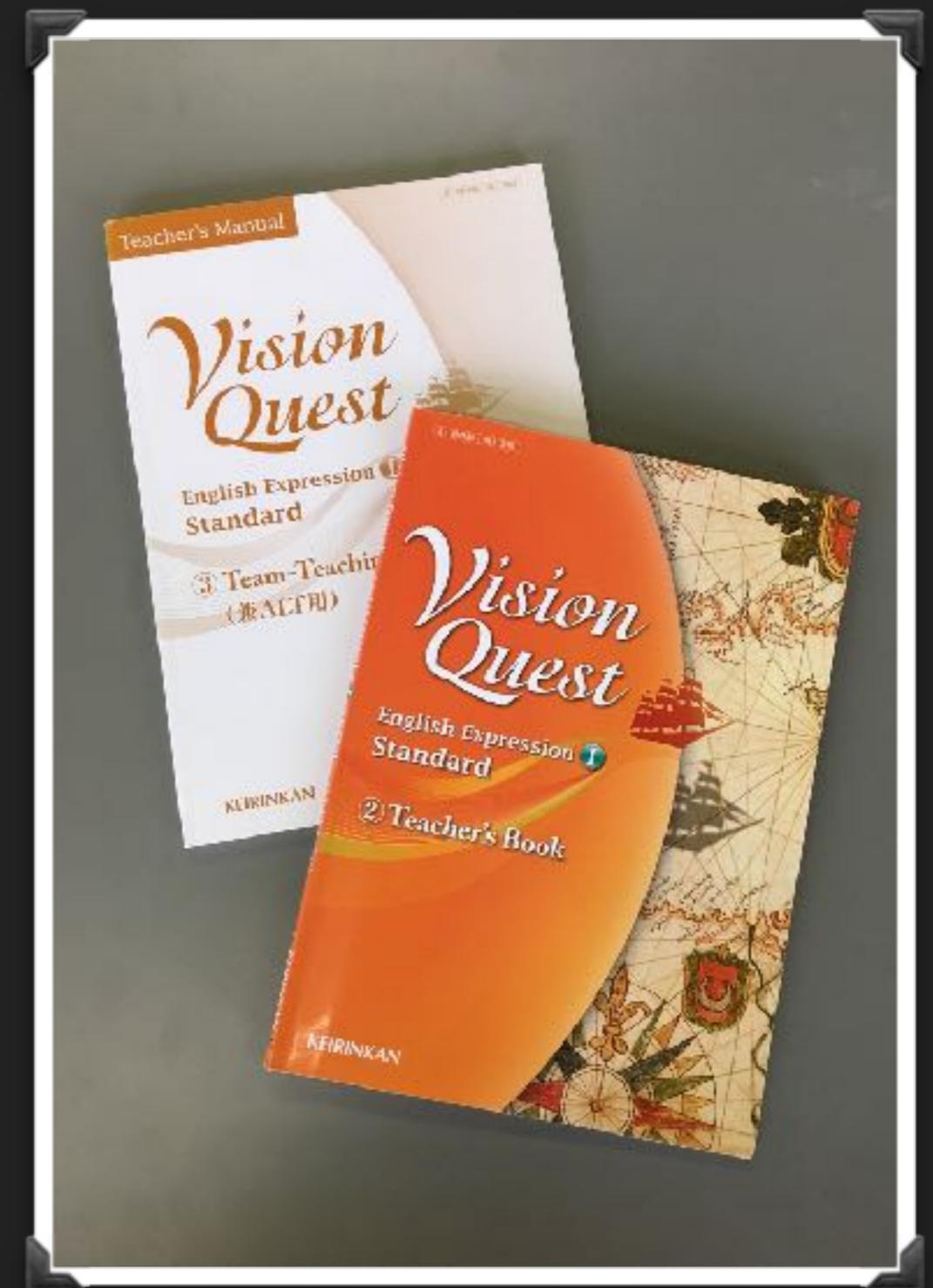


PATCHWORK ESA LESSON

- ▶ **Engage** - talk about holiday photos
- ▶ **Activate** - look through travel brochures and discuss how they feel about them
- ▶ **Activate** - students role play travel agent and customer
- ▶ **Study** - teacher teaches useful vocabulary
- ▶ **Activate** - students design their own brochure
- ▶ **Engage** -students talk about their favorite brochure

LESSON PLANNING

- ▶ Start with the textbook.
- ▶ Make a worksheet
- ▶ Make presentation
- ▶ Make Lesson Plan
- ▶ Meet with JTE
- ▶ Make changes
- ▶ Try out the lesson



HOW DO YOU MAKE LESSON PLANS?

DISCUSSION

IMPORTANT EVENTS

IMPORTANT EVENTS

- ▶ The club recruiting assembly
- ▶ The cultural festival
- ▶ Sports day
- ▶ Open school
- ▶ JHS visit
- ▶ Mid Term / Final exams
- ▶ Speech contests
- ▶ University entrance exams
- ▶ Eiken

WHAT IS YOUR ROLE FOR THESE EVENTS

HOW DO YOU PREPARE?

THE CLUB RECRUITING ASSEMBLY

THE CULTURAL FESTIVAL

SPORTS DAY

OPEN SCHOOL

JHS VISIT

MID TERM / FINAL EXAMS

SPEECH CONTEST

UNIVERSITY ENTRANCE EXAMS

EIKEN

DISCUSSION

LESSON PLAN NOTEBOOK

BEFORE CLASS

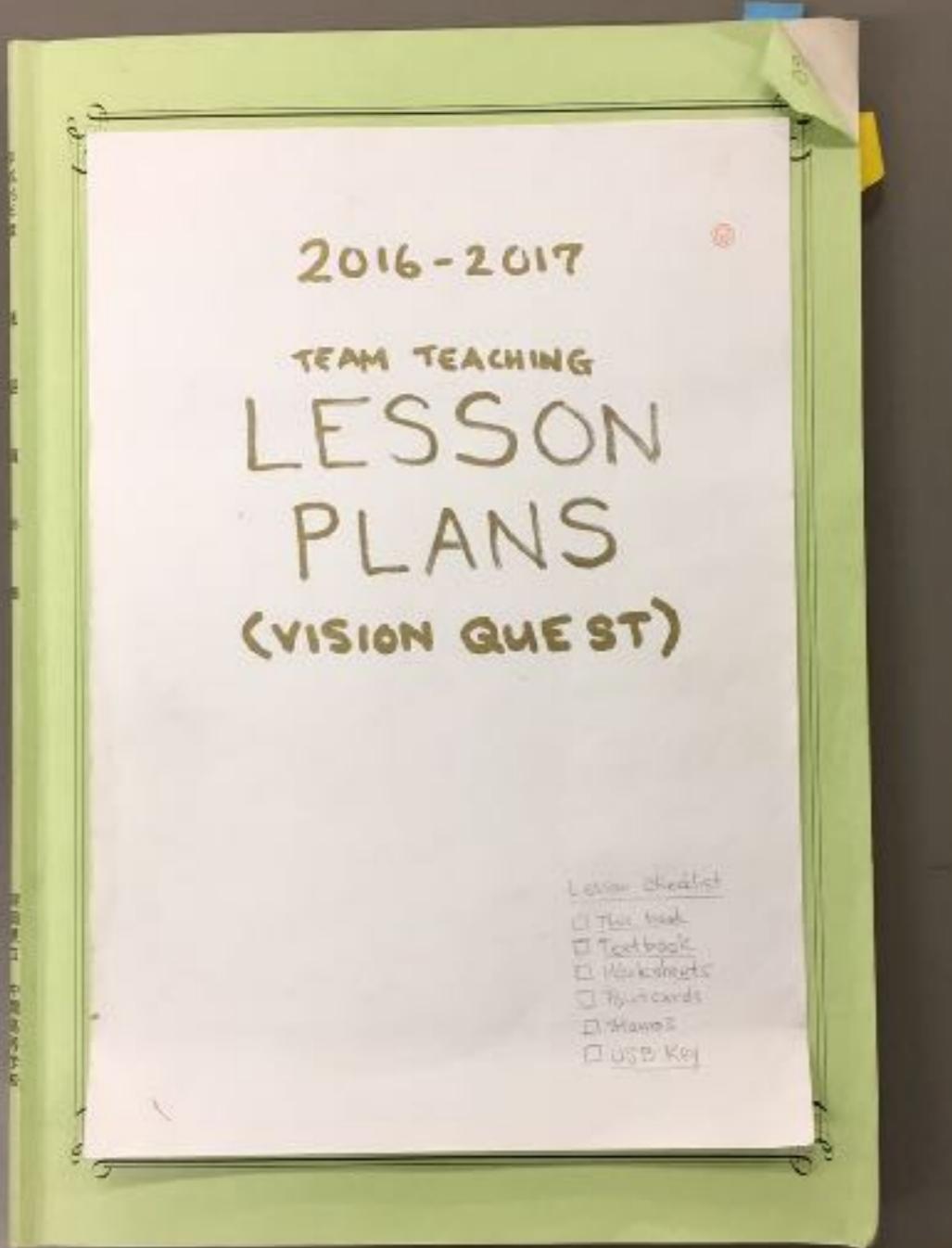
AUDIO VISUAL EQUIPMENT

HAVE EXTRA MATERIAL READY

ORGANIZING PAPERWORK

DIGITAL FILES

TIPS AND TRICKS



LESSON PLAN NOTEBOOK

Lesson 6 - I'm glad I can see the Sydney Opera House. - Teacher Plan

| Time | Activity | Note |
|------------|---|------------|
| 5 min | Pictures What can you see in the picture? What is the man doing? Where do you think this is? What does the building look like? What famous building would you like to see? And why? | P. 45 |
| 10 min | Model Conversation ALT and JTE read the conversation ALT will ask and students will answer: 1. When was the Sydney Opera House built? In 1974. 2. What are the roofs called? Shells. 3. Will Michael come back later to see the view? Yes. | P. 45 |
| 5 min | Pronunciation of numbers My birthday is May 25 th . The train arrived at the station 34 minutes late. They moved to Tokyo in 1994. He bought this table for ¥ 3,000 / 30,000 yen. | Worksheets |
| 12 min | Function ALT reads model sentences on page 45. Students repeat. Students make pairs and complete worksheet. Check answers. | Worksheets |
| 5 min | Listening Students will listen to the sentence and fill in the numbers. Check answers. Students will have to guess what buildings the descriptions are about. | Worksheets |
| 15 min | Group Presentation Students make groups of 4. They will look at a picture and description of a famous structure, and fill in the blanks about the structure on their worksheet. Once they are done they will do a group presentation. | Worksheets |
| Extra time | Activity 6 ALT will read hints and students will guess the location the ALT is talking about. Example: This city is the capital of South Korea. - Seoul More difficult Pick a student to read the question from the book. | Worksheets |

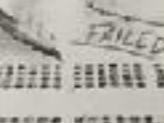
L6.WS6

L6 I'm glad I can see the Sydney Opera House.

1. Pronunciation of Numbers

1. My birthday is May (25 / 28).
2. The train arrived at the station (14 / 40) minutes late.
3. They moved to Tokyo in (1994 / 1949).
4. He bought this table for ¥ (3,000 / 30,000).

2. Expressing pleasure / surprise

- 1  A: I was surprised how difficult the test was.
B: Yeah. I think I failed.
- 2  A: I'm so glad that it isn't raining anymore.
B: Me too. Now there is a rainbow.
- 3  A: Well done! You must be pleased with this delicious meal you cooked.
B: I am. I spent a lot of time on it.

Date _____ No. _____ Name _____

3. Listening

1. A Buddhist temple that is the world's largest wooden structure, at 46 meters high. It was built in 743. Answer: Todaiji Temple
2. This temple is covered in gold leaf. The current building only dates back to 1956. The original was burned to the ground in 1558. Answer: Kinkakuji
3. It's called the White Heron Castle. It was constructed in the mid-14th century. The stoned fix parts of the castle in 2009. Answer: Himeji castle

4. Group Presentation

Hint: 1. Name. 2. Location. 3. Completion year. 4. More information

Hello, everyone. Today, We will talk about (1 _____).
This is a picture of (1 _____). It's located in (2 _____). It was completed in (3 _____).
(4 _____).

Thank you for listening.

共有 ▾ 新しいフォルダー

| 名前 | 更新日時 | 種類 | サイズ |
|--|------------------|-------------|-----|
| 0 Introduction | 2016/03/25 14:59 | ファイル フォル... | |
| 01 Show and Tell | 2016/06/29 10:56 | ファイル フォル... | |
| 1 Let's have lunch together sometime | 2016/04/06 8:55 | ファイル フォル... | |
| 2 Are you interested in Japanese ani... | 2016/04/25 14:29 | ファイル フォル... | |
| 3 I'm going to Okinawa with my fa... | 2016/05/09 14:16 | ファイル フォル... | |
| 4 I hear you've joined the soccer team | 2016/05/18 10:30 | ファイル フォル... | |
| 5 Call you tell me what ammitsu is li... | 2016/06/01 15:39 | ファイル フォル... | |
| 6 I'm glad I can see the Sydney Ope... | 2016/06/17 16:03 | ファイル フォル... | |
| 7 It's very nice of you to say so | 2016/07/21 9:21 | ファイル フォル... | |
| 8 How about going to see a musical | 2016/08/18 9:01 | ファイル フォル... | |
| 9 Extra - Tell the Way | 2016/10/17 13:00 | ファイル フォル... | |
| 9 I'm for school uniforms | 2016/08/19 9:03 | ファイル フォル... | |
| 10 How do you spend your free time | 2016/08/24 11:15 | ファイル フォル... | |
| Do you watch the debate last night | 2017/01/10 11:15 | ファイル フォル... | |
| Shopping mall | 2017/01/28 15:55 | ファイル フォル... | |
| + From my blog | 2017/01/11 11:15 | ファイル フォル... | |
| 456 Extra Material | 2016/07/06 9:05 | ファイル フォル... | |
| Article for teachers magazine | 2017/01/16 17:02 | ファイル フォル... | |
| Christmas | 2016/11/28 9:47 | ファイル フォル... | |

DIGITAL FILES

The screenshot shows a Windows File Explorer window with the following details:

- Address Bar:** 星印 (Star) > コンピューター > KINGSTON16 (G:) > 2 Extra Lessons > 2016 - 2017 > 3 graphs
- Toolbar:** 整理 (Sort) ▾ 共有 (Share) ▾ 新しいフォルダー (New Folder)
- Left Sidebar:** お気に入り (Favorites) with links to ライブライ (Live Library), ドキュメント (Documents), ピクチャ (Pictures), ビデオ (Videos), and ミュージック (Music). Below it are icons for フォルダー (Folder), ローカルディスク (Local Disk), and 网络 (Network).
- File List:** A table showing the contents of the "3 graphs" folder:

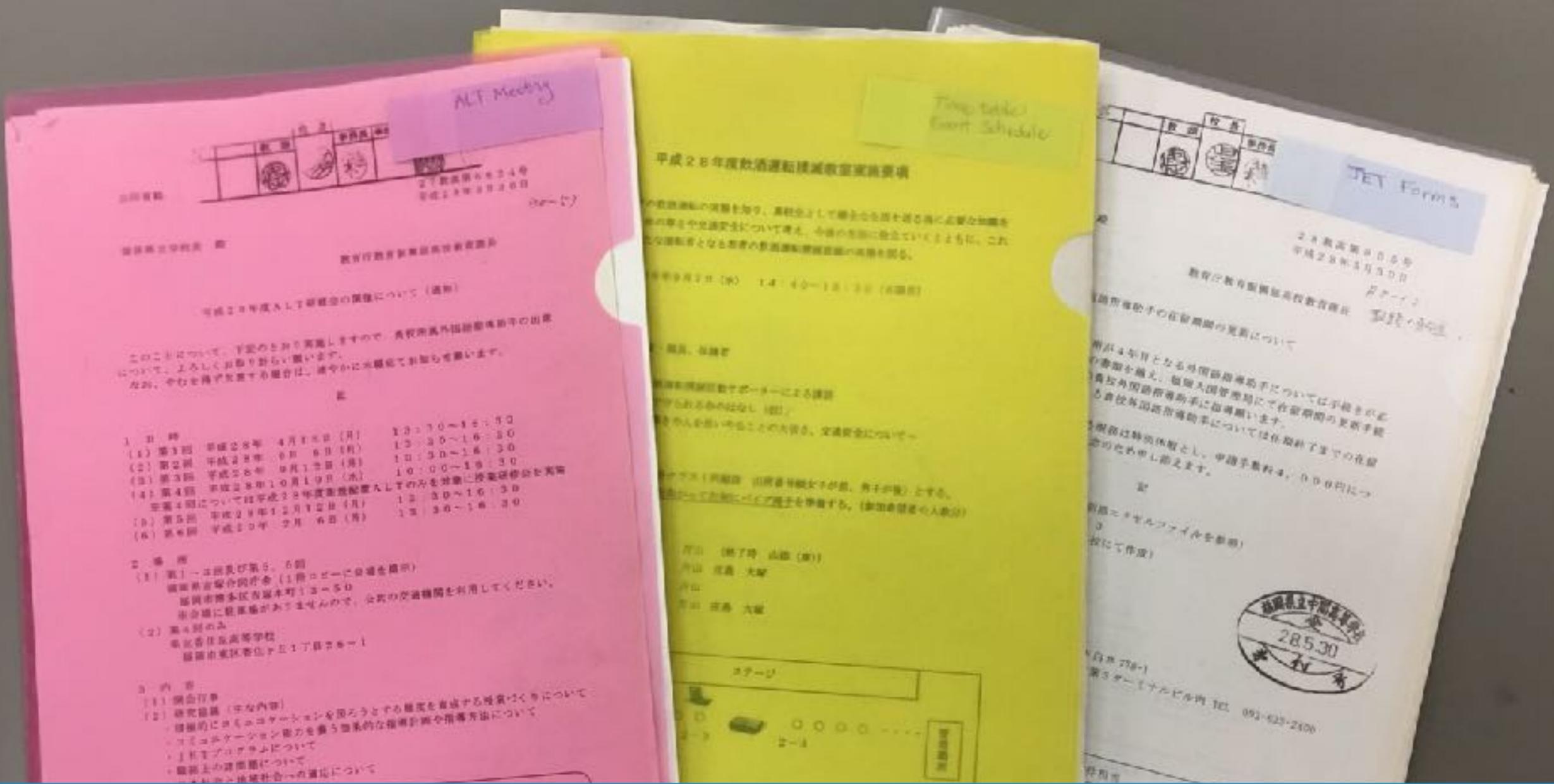
| 名前 (Name) | 更新日時 (Last Modified) | 種類 (Type) |
|--|----------------------|----------------------|
| working files | 2016/07/05 15:31 | ファイル フォルダ... |
| 3 Industrial English - Graphs - Answersheet | 2016/07/05 16:01 | Microsoft Office ... |
| 3 Industrial English - Graphs - Teacher Plan | 2016/06/16 11:29 | Microsoft Office ... |
| 3 Industrial English - Graphs - worksheet | 2016/07/05 16:02 | Microsoft Office ... |

DIGITAL FILES



BEFORE CLASS

ORGANIZING PAPERWORK



**WHAT ARE YOUR TIPS AND TRICKS
TO GET ORGANIZED?**

DISCUSSION