

# FREE PRINTABLE ART RESOURCE

# 10 TIME-SAVING TRICKS

# FOR THE BUSY ART TEACHER

FREE  
PRINTABLE  
GUIDE  
for art teachers

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## 10 TIME-SAVING TRICKS

FOR THE BUSY ART TEACHER

Thank you for downloading this  
FREE resource!  
I hope you enjoy these ten tips and find  
them useful for your classroom.  
-Stephanie

"What tasks can save me time for teaching Art?"

### DRYING RACK ROUTINE

# 01

Is the artwork dry? Take it all out, place directly into project storage. Save yourself the dreaded freakshow circus "FILE-O-PROJECTS", or at least that's what I call the stack of papers and projects that accumulate when I forget to do it.

### "WHOSE PROJECT IS THISSSSSSSS!!"

# 02

Copy student names or teacher/grade directly onto the back of project paper. Many copy machines will take your art paper through the bypass tray, especially if it's a standard-ish size, which brings me to my next tip...

### SIZE DOWN TO SAVE STORAGE

# 03

Size down the project paper. If you used to use 12x18, shrink down to 9x12. It's easier to store it and I'll tell ya, this is the best decision I've ever made. Believe me, since my kids never used the whole paper, it was a battle, anyway. I've long since hoisted the sulfate-white flag on that war.

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### DO YOU COPY?

# 07

Copy these just once at the beginning of the year: behavior bucks, signed recess passes for make-up work, meeting reminders, etc.

### PLAN FOR THE UNPLANNED!

Make a no-prep sub plan with copies of daily schedules for each day of the week. Create an alternate lesson activity in case something you had planned didn't work out. Copy off art-themed seatwork to keep on hand.

# 10

### "BONUS"

Get in the habit of doing a quick visual check of the drying rack and sink before leaving for the day... you'll spend hours scrubbing that last "if I toss this, I won't remember to rinse it next Tuesday after a three-day weekend has that once-usable paint dried on and caked into all its crevices... Can you tell I've been there? :)

### ABOUT

Picasso's Palette provides Art Education Resources to teachers of the visual arts.

Expect my store to find tools for teaching or read all about my own teaching journey on the blog.



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"What tasks can save me time for teaching Art?"



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*“What tasks can save me time for teaching Art?”*

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## HAVE CONTESTS

If you need something done, make it a contest. Kids are crazy competitive and it makes it fun for them and for you to watch...

# 04

## HOLD COUNTDOWNS

If you need something ELSE done, make a countdown. For some reason, kids only like to rush when it's against a clock or timer. Minute to WIN it, anyone?!

# 05

## #GOALS

I post daily “by the end of class you should...”-style progress goals for keeping my artists on track. If I didn't do this, inevitably I wouldn't be able to find a single piece of actually finished artwork, despite having the usual t-minus 20 minutes to get the last of my grades submitted at the end of the marking period.

# 06

## DO YOU COPY?

# 07

Copy these just once at the beginning of the year: behavior bucks, signed recess passes for make-up work, art club meeting reminders, etc.

## GO WRITE AHEAD

# 08

Script out templates to reuse for your Back-To-School Letters, Behavior Assignments, Art Room Newsletters, etc...

## PRE-PREP.

# 09

Sharpen a few days worth of pencils, ration some supplies (crayons, gluestick, etc) to keep them fresh for upcoming semesters

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