

**MOLLOY UNIVERSITY**  
**School of Education and Human Services**  
**Department of Teacher Education**

**EDU 5900: The Educator's Guide to Decluttering for Enhancing Productivity**

**(3 credits)**

**Summer 2026**

**Instructor: Kristina A. Holzweiss**

**Email: KHolzweiss@molloy.edu**

**Office hours: as needed**

**Course Description:**

In today's fast-paced educational landscape, educators often find themselves overwhelmed by clutter, both physical and mental, which can hinder their productivity and impact their ability to inspire and guide students effectively. This comprehensive course goes beyond tidying up physical spaces; it delves into the psychology of clutter and time management, offering practical solutions to create a harmonious and efficient teaching environment. Participants will explore the profound connection between decluttering and productivity, unlocking their full potential as educators. Throughout the course, educators will learn how to streamline their physical surroundings, declutter their digital lives, and implement effective time management techniques. They will gain insights into managing stress, building productive routines, and fostering a supportive atmosphere for themselves and their students.

**Shared Vision**

The Molloy University Teacher Education faculty has derived its vision for the exemplary teacher from the University's mission statement, the four pillars of the Dominican tradition, comments and input from the Professional Education Unit's Advisory Board and degree candidates as well as numerous faculty discussions rooted in the department's knowledge base which undergirds the initial and advanced programs' curriculum, pedagogy, and values.

The teaching professionals who complete Molloy's teacher preparation programs are distinguished by their ability to exemplify and promote core values in their own teaching. These values include:

- Belief that all children can learn
- Learner-centered and value-centered curriculum and pedagogy
- Ethics and spirituality
- Intellectual curiosity
- Independence and risk-taking, while promoting collective identity and responsibility
- Diversity, multiculturalism, and pluralism, including divergent thinking
- Passion for teaching
- Commitment to students and their communities
- Civic responsibility through the promotion of social justice and interdependence
- Commitment to democracy

## **Course Objectives:**

By the end of this course, students will be able to...

1. Participants will develop a heightened ability to organize their physical and digital spaces, resulting in a more efficient and clutter-free teaching environment.
2. Participants will acquire effective time management techniques and strategies to prioritize tasks, leading to increased productivity in both their personal and professional lives.
3. Participants will learn stress management techniques and coping strategies, reducing the negative impact of stress on their teaching effectiveness and overall well-being.
4. Participants will gain the knowledge and confidence to introduce decluttering and minimalism principles to their students, fostering better organization and focus among their pupils.
5. Participants will develop sustainable decluttering and productivity habits, ensuring continued success beyond the course and throughout their careers as educators.

## **Course Format:**

This course will be offered online through Canvas, Molloy's learning management system. The course will open two days before the start date and two days after the last day of class. This section is offered TBD. There will be daily activities and discussions that must be completed at the end of each day.

## Required Readings, Videos, and Other Materials:

*Apartment Therapy. (n.d.). Home organizing ideas.*

*Retrieved from [apartmenttherapy.com/organizing-cleaning](https://apartmenttherapy.com/organizing-cleaning)*

*Becoming Minimalist. (n.d.). Becoming Minimalist.*

*Retrieved from [becomingminimalist.com](https://becomingminimalist.com)*

*D'Avella, M. (n.d.). Digital minimalism: How to simplify your online life [Video]. YouTube.*

*Retrieved from [youtube.com](https://www.youtube.com)*

*Forbes Human Resources Council. (2023, September 11). 14 proven strategies and tools for year-end digital decluttering.*

*Retrieved from*

*[forbes.com/sites/forbeshumanresourcescouncil/2023/09/11/14-proven-strategies-and-tools-for-year-end-digital-decluttering/](https://forbes.com/sites/forbeshumanresourcescouncil/2023/09/11/14-proven-strategies-and-tools-for-year-end-digital-decluttering/)*

*Gilbert, D. (2006). The surprising science of happiness [Video]. TED Conferences.*

*Retrieved from [ted.com/talks/dan\\_gilbert\\_the\\_surprising\\_science\\_of\\_happiness](https://ted.com/talks/dan_gilbert_the_surprising_science_of_happiness)*

*Keeler, A. (2023, September 17). Teachers, get your Google Drive sorted.*

*Retrieved from [alicekeeler.com/2023/09/17/teachers-get-your-google-drive-sorted/](https://alicekeeler.com/2023/09/17/teachers-get-your-google-drive-sorted/)*

*Kondo, M. (2014). The life-changing magic of tidying up: The Japanese art of decluttering and organizing. Ten Speed Press.*

*Microsoft. (n.d.). 11 ideas for how to organize digital files.*

*Retrieved from*

*[microsoft.com/en-us/microsoft-365/business-insights-ideas/resources/11-ideas-for-how-to-organize-digital-files](https://microsoft.com/en-us/microsoft-365/business-insights-ideas/resources/11-ideas-for-how-to-organize-digital-files)*

*Psychology Today. (n.d.). The psychological benefits of being organized.*

*Retrieved from [psychologytoday.com](https://psychologytoday.com)*

*We Are Teachers. (n.d.). School organizing ideas.*

*Retrieved from [weareteachers.com/?s=organization](https://weareteachers.com/?s=organization)*

*Zen Habits. (n.d.). Zen Habits.*

*Retrieved from [zenhabits.net](https://zenhabits.net)*

## Course Requirements and Evaluation:

6 assignments (#1 20 points, #2 16 points, #3 16 points, #4 16 points, #5 16 points, #6 16 points) = 100%

#### ASSIGNMENT #1:

PART 1 - Create a free Book Creator account if you don't already have one:

<https://app.bookcreator.com/sign-in>

PART 2 - Become a Book Creator Certified Author if you aren't familiar with this edtech tool: <https://app.bookcreator.com/certification>

PART 3 - Make a copy of my Book Creator Journal template ("remix this book":

<https://read.bookcreator.com/mvPgY7WIzpZ0iB6KWCYbUdmFdOo2/dQDw78ICQvOC2-DIAiCrPA>)

PART 4 - Throughout the course, you will use Book Creator to maintain a digital journal documenting your decluttering process and reflections. You will create one journal and submit the SAME LINK for each assignment.

Page 1 (cover): Include your name, course name, and a creative design.

Page 2: Explore 2 resources below and complete the 3-2-1 chart in the template.

<https://youtu.be/KEfz6Cq7XUs>

<https://www.ascd.org/el/articles/clearing-waste-from-classrooms>

<https://www.psychologytoday.com/us/blog/much-more-than-common-core/202304/decluttering-your-classroom>

<https://www.edutopia.org/blog/decrease-classroom-clutter-increase-creativity-erin-klein>

<https://www.verywellmind.com/decluttering-our-house-to-cleanse-our-minds-5101511#:~:text=Clutter%20and%20mental%20health%20are%20connected.,effectively%20in%20your%20daily%20life>

<https://www.psychologytoday.com/us/blog/in-practice/201802/6-benefits-uncluttered-space>

<https://www.youtube.com/@JoshuaBecker>

<https://youtu.be/97sG2vKgmb0>

<https://www.apartmenttherapy.com/organizing>

[https://youtu.be/w1-HMMX\\_NR8](https://youtu.be/w1-HMMX_NR8)

<https://youtu.be/FZwY4tAfX1A?si=YGvMZU0e-VCu3Wbd>

<https://youtu.be/9mCMwDpvJ8c?si=wYkMZ2EBIPGQ70Fz>

<https://www.weareteachers.com/?s=organization>

<https://www.psychologytoday.com/us/blog/the-couch/202010/the-pros-and-cons-being-organized-yes-there-are-cons>

<https://www.psychologytoday.com/gb/blog/the-resilient-brain/202302/the-many-mental-benefits-of-decluttering#:~:text=If%20your%20space%20is%20unorganized,uncluttered%20and%20organized%20work%20area>

[https://www.ted.com/talks/dan\\_gilbert\\_the\\_surprising\\_science\\_of\\_happiness?has\\_Progress=true&subtitle=en&trigger=15s](https://www.ted.com/talks/dan_gilbert_the_surprising_science_of_happiness?has_Progress=true&subtitle=en&trigger=15s)

<https://www.becomingminimalist.com>

<https://youtu.be/9mCMwDpvJ8c?si=5bg-8EUbEmacrCvd>

Page 3: Evaluate your current level of clutter and productivity.

Identify 3 areas of improvement.

Describe each situation and why it needs improvement.

PART 5 - Publish your Book Creator learning journal and submit the link:

<https://intercom.help/bookcreator/en/articles/2398637-publishing-your-book-online-with-book-creator>

ASSIGNMENT #2:

PART 1: Continue your digital learning journal.

Page 4: Explore 2 resources below and complete the 3-2-1 chart in the template.

<https://pomodorotimer.online/>

<https://classroomscreen.com/>

<https://goblin.tools/> Links to an external site.

<https://todoist.com/productivity-methods/pomodoro-technique>

<https://friday.app/p/time-management-apps>

<https://www.verywellmind.com/best-time-management-apps-5116817>

[https://chromewebstore.google.com/detail/focus-to-do-pomodoro-time/ngceodoilc\\_gpmkijopinlkmohnfifjfb?pli=1](https://chromewebstore.google.com/detail/focus-to-do-pomodoro-time/ngceodoilc_gpmkijopinlkmohnfifjfb?pli=1)

<https://goblin.tools/>

<https://www.pipedrive.com/en/blog/12-week-year>

[https://youtu.be/iONDebHX9qk?si=u8l6oX\\_5a\\_seLwaE](https://youtu.be/iONDebHX9qk?si=u8l6oX_5a_seLwaE)

<https://youtu.be/QzX9SG83U8k?si=zqf8eYJ77XEaVWYx>

<https://youtu.be/Q4sxT5A5rLc?si=HdxIgVZ0sV9rWHJ>

<https://youtu.be/hXP5fUfBGQQ?si=VTMI-qvatVD-5yUh>

Page 5: Complete a time management challenge by prioritizing tasks for a day and tracking your progress.

PART 2 - Submit the published link to your Book Creator learning journal. This is the same link that you already submitted for the last assignment. Here is a reminder how to publish your learning journal:

<https://intercom.help/bookcreator/en/articles/2398637-publishing-your-book-online-with-book-creator>

ASSIGNMENT #3:

PART 1: Continue your digital learning journal.

Page 6: Explore 2 resources below and complete the 3-2-1 chart in the template.

<https://www.hopkinsmedicine.org/health/wellness-and-prevention/how-to-relieve-stress-a-6-step-plan-to-feeling-good>

<https://orwh.od.nih.gov/in-the-spotlight/all-articles/7-steps-manage-stress-and-build-resilience>

<https://www.apa.org/news/podcasts/speaking-of-psychology/clutter>

[https://www.ted.com/talks/kelly\\_mcgonigal\\_how\\_to\\_make\\_stress\\_your\\_friend?subtitle=en&trigger=15s](https://www.ted.com/talks/kelly_mcgonigal_how_to_make_stress_your_friend?subtitle=en&trigger=15s)

<https://www.verywellmind.com/stress-relief-apps-that-can-transform-your-life-4147565>

<https://www.webmd.com/balance/stress-management/stress-management>

<https://www.mayoclinichealthsystem.org/hometown-health/speaking-of-health/5-tips-to-manage-stress>

<https://www.heart.org/en/healthy-living/healthy-lifestyle/stress-management/3-tips-to-manage-stress>

<https://kidshealth.org/en/teens/stress-tips.html>

Page 7: Develop a stress reduction plan, including strategies that you will implement to manage stress in your daily life.

PART 2 - Submit the published link to your Book Creator learning journal. This is the same link that you already submitted for the last assignment. Here is a reminder how to publish your learning journal:

<https://intercom.help/bookcreator/en/articles/2398637-publishing-your-book-online-with-book-creator>

#### ASSIGNMENT #4:

PART 1: Continue your digital learning journal.

Page 8: Explore 2 resources below and complete the 3-2-1 chart in the template.

<https://support.microsoft.com/en-us/office/organize-your-inbox-in-outlook-for-windows-5e81ba45-cc00-4be6-8ab6-434d12bc96c6>

<https://alicekeeler.com/2023/09/17/teachers-get-your-google-drive-sorted/>

<https://www.microsoft.com/en-us/microsoft-365/business-insights-ideas/resources/11-ideas-for-how-to-organize-digital-files>

<https://www.forbes.com/sites/forbeshumanresourcescouncil/2023/09/11/14-proven-strategies-and-tools-for-year-end-digital-decluttering/>

<https://youtu.be/76j1Y2gyCPA?si=8HhCL8uqUqkRIJHI>

<https://clockify.me/blog/managing-time/digital-declutter/>

<https://bemorewithless.com/digital-declutter-checklist/>

<https://todoist.com/inspiration/digital-declutter>

<https://www.cbsnews.com/pittsburgh/news/the-need-for-digital-decluttering-when-it-comes-to-your-devices-at-home/>

<https://www.mobileguardian.com/best-practices-maintain-google-classroom/>

Page 9: Design a digital decluttering plan. Outline steps to organize and streamline your digital workspace.

PART 2 - Submit the published link to your Book Creator learning journal. This is the same link that you already submitted for the last assignment. Here is a reminder how to publish your learning journal:

<https://intercom.help/bookcreator/en/articles/2398637-publishing-your-book-online-with-book-creator>

#### ASSIGNMENT #5:

PART 1: Continue your digital learning journal.

Page 10: Explore 2 resources below and complete the 3-2-1 chart in the template.

<https://youtu.be/KCDGMeM2WZg?si=Sxdkuem3n-iWu0HB>

[https://www.apartmenttherapy.com/6-things-all-impossibly-organized-people-do-26707?utm\\_medium=at\\_daily&user\\_email=fff468a97a33b412c2ac52788c84b71aa5e58b77dd2062721d049756a1ce488c&lctg=651658459c18b3c57001f3e5&utm\\_source=Sailthru&utm\\_campaign=AT%20Daily%20Sun%20%28Reg%29&utm\\_term=AT%20Daily%20-%2090%20days%20engaged%20NEW](https://www.apartmenttherapy.com/6-things-all-impossibly-organized-people-do-26707?utm_medium=at_daily&user_email=fff468a97a33b412c2ac52788c84b71aa5e58b77dd2062721d049756a1ce488c&lctg=651658459c18b3c57001f3e5&utm_source=Sailthru&utm_campaign=AT%20Daily%20Sun%20%28Reg%29&utm_term=AT%20Daily%20-%2090%20days%20engaged%20NEW)

<https://link.ctbl.com/ZenHabits>

<https://www.youtube.com/@TheHabitCoachAwesome180>

<https://jamesclear.com/articles>

<https://newsinhealth.nih.gov/2018/03/creating-healthy-habits>

<https://www.mindtools.com/asjk493/the-power-of-good-habits>

<https://www.cnn.com/2021/11/29/health/5-steps-habit-builder-wellness/index.html>

<https://jamesclear.com/habit-guide>

<https://www.forbes.com/health/wellness/best-habit-tracking-apps/>

<https://www.lambertslately.com/habit-tracker-printable>

Page 11: Create a personalized action plan that outlines your decluttering and productivity goals for the future.

PART 2 - Submit the published link to your Book Creator learning journal. This is the same link that you already submitted for the last assignment. Here is a reminder how to publish your learning journal:

<https://intercom.help/bookcreator/en/articles/2398637-publishing-your-book-online-with-book-creator>

**ASSIGNMENT #6:**

PART 1: Continue your digital learning journal.

Page 12: Record a video reflection about your journey.

Click the plus button at the top right.

Click Camera.

Click Record Video.

PART 2 - Submit the published link to your Book Creator learning journal. This is the same link that you already submitted for the last assignment. Here is a reminder how to publish your learning journal:

<https://intercom.help/bookcreator/en/articles/2398637-publishing-your-book-online-with-book-creator>

## **Molloy University and School of Education and Human Services Policies and Supports:**

### **Expectations of Academic Integrity for All Students**

[Honor Pledge and Academic Honesty Policy](#)

### **Course Withdrawals**

View [Withdrawal Policy](#) for potential financial implications

View [the Academic Calendar](#) and/or the course syllabus for the last day to withdraw dates

## **Incompletes**

[Incompletes Policy](#)

## **Health and Wellness**

[Student Health Services](#)

[Student Counseling Center \(SCC\)](#)

## **Center for Access and Disability (Access)**

[Center for Access and Disability](#)

## **Technical Support**

[Student Account, Technology and Canvas](#)

## **Ally for Canvas**

[Supportive Tools and Resources/ Ally](#)

## **Use of Proctorio for Exams/Quizzes (if applicable)**

[Proctorio Resources for Students](#)

## **Email Accounts**

Students are to communicate via their Molloy e-mail account or via Canvas throughout the semester. Those who use a non-Molloy account may miss important messages. Students are responsible for responding to all methods of communication relating to this course in a timely fashion. Instructors will respond to emails from students within 24 hours. When/ if you email the instructor(s), please indicate what course you are in with the course number and section.

## **APA Manuscript Style**

All manuscripts in the field of education are written in the style format of the American Psychological Association. Candidates in the Graduate Education Programs are

required to purchase the Publication Manual of the American Psychological Association (7<sup>th</sup> ed.). (2010). American Psychological Association.

All papers written in every course must adhere to the manuscript prescriptions defined in this manual.