

## Classroom Organization Checklist

Feature	Yes	No
Are high-traffic areas (such as the pencil sharpener, sink, water fountain, and so on) free of congestion?		
Can all students be easily seen by the teacher and vice versa?		
Are frequently used materials easily accessible?		
Can all students easily see whole-class presentations (such as those on the projector and whiteboard)?		
Do students have ample room around their desks and seats?		
Are desks organized in a way that facilitates teaching (in circles for group work or individual seats for independent work, for example)?		
During small-group instruction, can the teacher still see all students?		
Does the layout accommodate students with special needs?		
Is there space available for students who need a quieter work environment or time to wind down?		

Source: Harlacher, J. E. (2015). *Designing effective classroom management* (p. 46). Marzano Resources.