Better Teaching®

Tips for Teachers Calendar

Secondary Edition

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 "The beautiful thing about learning is nobody can take it away from you." —*B.B. King*	**2** Be careful about accuracy and professionalism in email messages.	**3** Don't allow students to think that cheating is acceptable in your class.	**4** When planning a lesson or unit, know what you expect students to remember.	**5** Give students some choices. Will they do a group project or work on their own?	**6** Do something fun today.
7 Set realistic goals. Celebrate success as you reach each goal.	**8** Arrive at school 15 minutes early and your whole *week* will be off to a good start.	**9** Avoid idle threats and idle promises. Do what you say you will do.	**10** Sometimes, a student with a chip on the shoulder is really just nervous.	**11** Encourage students to show others what they have learned.	**12** Take a few minutes to straighten your desk. You'll be glad you did on Monday.	**13** Sign up for a fun class that *isn't* related to what you teach.
14 Keep a file with notes from parents and students to read when you need a boost.	**15** Laminate a set of class lists. Quickly mark off who has turned in work.	**16** Create a "What Did I Miss?" folder for students who are absent.	**17** Evaluate lesson plans to match the learning styles, abilities and needs of all students.	**18** Create easy-to-read forms for permission slips, progress reports and activity updates.	**19** When your students get loud, lower your voice. They'll quiet down to hear you.	**20** Complete schoolwork at school, if possible.
21 Optimists can deal with stress better than pessimists can. So, look on the bright side!	**22** Pique students' curiosity. Provide opportunities for student research and discovery.	**23** Keep a first aid kit where you can get to it quickly.	**24** Make today "Deal With It" day. For just 15 minutes, tackle paperwork you've been putting off.	**25** Ask another teacher to observe you as you teach. Or videotape yourself.	**26** Do all your photocopying for Monday before you leave today.	**27** Look into National Board Certification as a means of professional development.
28 Write down a fitness goal—and a plan for reaching it.	**29** Ensure appropriate reading levels for all students, using alternate texts if necessary.	**30** Prioritize your tasks. Start each day working on your top priority.	**31** "Motivation is what gets you started. Habit is what keeps you going." —*Jim Ryun*	**October 2007**		

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