Better Teaching®

Tips for Teachers Calendar

Secondary Edition

Induction & Success
Guilford County Schools

September 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 "Those who have no imagination have no wings." —*Abraham Lincoln*
2 Approach each new day as a chance to grow and achieve your goals.	**3** Set the tone for your class. Make students feel welcome from Day One.	**4** Start a learning plan for yourself this year. Write down three or four specific learning goals.	**5** Always have an assignment on the board when students walk in.	**6** Manage your classroom with procedures and routines. Make sure they are clear to everyone.	**7** Greet every student at the door every day. This personal contact is important.	**8** What would happen if you suddenly got sick? Create a substitute folder to keep at your desk.
9 Take some time to exercise. Take a break for a short walk or some stretching.	**10** Keep a record of everything you communicate to parents.	**11** Teach students to stand their textbooks upright to signal for help.	**12** Document discipline actions. Remember—if it's not documented, it didn't happen.	**13** Give students grading rubrics with the assignments so they know what is expected.	**14** At-risk and remedial students lose interest quickly if they think a task is impossible.	**15** Fight burnout. Schedule time for yourself on your calendar.
16 Some flexibility can help you deal with the stresses of teaching.	**17** Listening is a key skill for students to learn—and you can teach it.	**18** Troubled by tardy students? Create a "late seat" where they won't disrupt other students.	**19** Differentiating takes organization. Create management tools to keep track.	**20** Look students in the eye. When you make eye contact, you connect with them.	**21** Develop a hand signal that tells students to be quiet.	**22** Read a nonfiction book on a subject that interests you.
23 Learn to create your own web page.	**24** Allow students to learn new material based on their learning styles.	**25** Ask teens to help recruit parents as volunteers.	**26** Share time management and study skills tips with students.	**27** Ask *how* parents prefer that you contact them: by phone (home, work, cell) or by email.	**28** Notify parents immediately when a student has an unexcused absence.	**29** "First we form habits, then they form us." —*Rob Gilbert*
30 Spend time today getting organized for the month ahead.						

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