Better Teaching®

Tips for Teachers Calendar

Elementary Edition

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 "The only way to discover the limits of the possible is to go beyond them into the impossible." —*Arthur C. Clarke*
2 Schedule time for exercise on your calendar this month.	**3** Create a "Giving Tree"—things parents could donate for your classroom.	**4** Add student photos to your seating chart. Leave it in your substitute file.	**5** Teach in layers, not lumps. Overlap today's content with what you taught your students yesterday.	**6** Give students an answer—say, 32. Have them create math problems with that answer.	**7** Make a list of students who are showing improvement. Write or call their parents.	**8** Take 15 minutes to sit down with a cup of coffee or hot chocolate.
9 Challenge yourself to a puzzle—crossword, Sudoku or another brain-teaser.	**10** Schedule a Desk Cleanup Day. Everyone—you, too—cleans desks for 10 minutes.	**11** Ask students to write postcards to a character in a book they are reading.	**12** For review, ask students to write test questions as you complete a unit.	**13** Think about how you can improve your assessments to monitor what students learn each day.	**14** Put a colored sticky note on the door with a list of things to take home.	**15** Look through magazines for interesting pictures to serve as writing prompts.
16 Set aside time to read a professional journal or book.	**17** Find a way to show your appreciation to the school secretary and custodian.	**18** Thank your volunteers—send peppermint candies with a note that says, "You're worth a mint!"	**19** Commend students for their acts of kindness toward other students.	**20** In the computer lab, have students turn monitors *off* when you are giving directions.	**21** Send home fun family learning activities to do over the school vacation.	**22** Clean out your email inbox. Set up folders to keep email to and from parents.
23 Are you growing professionally? Can you make changes?	**24** Make sure your students learn. Write daily lesson plans.	**25** Make today a no-tech day—no email or Internet.	**26** Catch up with old friends. Plan a special breakfast or lunch.	**27** Look through a unit you plan to teach in January. Make any necessary changes now.	**28** Do things you haven't had time for during the school year—read, exercise, sleep.	**29** Set some goals for the new year—and write them down!
30 "An investment in knowledge ...	**31** ... pays the best interest." —*Benjamin Franklin*					

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