Better Teaching®

Tips for Teachers Calendar

Secondary Edition

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Research shows that when failure is not an option, students *will* succeed.	**2** "Effective teachers work *with* students as opposed to doing things *for* them." —*James H. Stronge*
3 Don't be a perfectionist. Sometimes "good enough" really *is* good enough.	**4** Set aside—and protect—time to deal with paperwork today.	**5** Post your assignments on your web page. Students won't call during dinner.	**6** Ask students to create their own grading rubrics for an assignment.	**7** Make transparencies with instructions for tasks to save time—and your voice.	**8** Help students focus on time management. Start with the most important tasks.	**9** Invite coworkers to join a book discussion or study group.
10 Saying "no" is a great way to reduce your stress level.	**11** Look for a spot in school where you can "hide" to get quiet work done.	**12** Make a copy for your files if you get an abusive message from a parent.	**13** Offer parents guidelines on how they can help their students prepare for big tests.	**14** Develop "The Look." It's a nonverbal way to say, "I mean business."	**15** Give students five minutes at the end of class to begin their weekend homework.	**16** Go out for breakfast or coffee with friends.
17 Find time to work on a hobby or interest. This can enrich your teaching.	**18** Reinforce school rules about tardiness and absences now—*before* spring fever hits.	**19** Point out your own mistakes. You'll make it easier for students to do it.	**20** Make an appointment to observe another teacher at work.	**21** Delegate. Don't do anything in your classroom that a student might be able to do responsibly.	**22** Show students what an "A" paper looks like. Share a paper from a former student.	**23** Research shows that having a plan and structure will increase your parent involvement.
24 Look for an interesting museum to visit.	**25** Stressful day? Close the door and take some deep breaths.	**26** In this era of cut-and-paste, talk to students about what plagiarism is.	**27** Do you keep your grades on your computer? Be sure to back up your computer files every week.	**28** Focus on the positive. Stress what went right, not what went wrong.	**29** Challenge your students to explain why (or if) we have a Leap Year every four years.	

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