Better Teaching®

Tips for Teachers Calendar

Secondary Edition

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Learn the meanings of some of the slang terms you hear your students using.	**2** Take a break. Give yourself permission to have some time off.	**3** "I have learned to use the word 'impossible' with the greatest caution." —*Wernher von Braun*
4 Look for a quotation that expresses your philosophy of teaching.	**5** Avoid caffeine late in the day to make sleep come more easily.	**6** Tell your students exactly what your expectations are before every activity.	**7** Reduce disruptive behavior. Nurture positive relationships with your students.	**8** Admit your mistakes. You'll be helping students admit and accept theirs.	**9** Find appropriate opportunities to share what's going on in your life with your students.	**10** Clean out your car. Less clutter equals less stress.
11 Remind yourself that the work you do makes a difference in students' lives.	**12** Try to follow each negative comment with three positive ones.	**13** Ask a possibly disruptive student to model appropriate behavior.	**14** If students are all excited about speaking, pair them up for one to two minutes of conversation.	**15** Make it clear that *no talking* means *no talking*—if students are to work independently.	**16** Do your photocopying for Monday before you leave school today.	**17** Take 15 minutes for coffee or a cup of hot chocolate.
18 Buy or prepare some healthy snacks to take to school this week.	**19** Contact a student who might have had a bad day in your class.	**20** Clean out your email inbox. Set up folders to keep email sent to and from parents.	**21** Prepare a "When you finish early" list to keep students on task.	**22** "What I need is someone who will make me do what I can." —*Ralph Waldo Emerson*	**23** Think about your students. Look for something positive in each one.	**24** Set aside time to read a professional journal or book.
25 Make today a no-tech day—no email or Internet. Sit down with your book.	**26** Review key points with a "one-minute paper"—ask students to give a short answer to a single question.	**27** Report gang signs in your school or the nearby area to the authorities.	**28** Seat disruptive students near your desk.	**29** Break longer assignments into shorter chunks.	**30** Share grading rubrics with parents before a big assignment is due.	

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