

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