

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h2>September 2007</h2>						<p>1 “Those who have no imagination have no wings.” —<i>Abraham Lincoln</i></p>
<p>2 Approach each new day as a chance to grow and achieve your goals.</p>	<p>3 Set the tone for your class. Make students feel welcome from Day One.</p>	<p>4 Start a learning plan for yourself this year. Write down three or four specific learning goals.</p>	<p>5 Always have an assignment on the board when students walk in.</p>	<p>6 Manage your classroom with procedures and routines. Make sure they are clear to everyone.</p>	<p>7 Greet every student at the door every day. This personal contact is important.</p>	<p>8 What would happen if you suddenly got sick? Create a substitute folder to keep at your desk.</p>
<p>9 Take some time to exercise. Take a break for a short walk or some stretching.</p>	<p>10 Keep a record of everything you communicate to parents.</p>	<p>11 Teach students to stand their textbooks upright to signal for help.</p>	<p>12 Document discipline actions. Remember—if it’s not documented, it didn’t happen.</p>	<p>13 Give students grading rubrics with the assignments so they know what is expected.</p>	<p>14 At-risk and remedial students lose interest quickly if they think a task is impossible.</p>	<p>15 Fight burnout. Schedule time for yourself on your calendar.</p>
<p>16 Some flexibility can help you deal with the stresses of teaching.</p>	<p>17 Listening is a key skill for students to learn—and you can teach it.</p>	<p>18 Troubled by tardy students? Create a “late seat” where they won’t disrupt other students.</p>	<p>19 Differentiating takes organization. Create management tools to keep track.</p>	<p>20 Look students in the eye. When you make eye contact, you connect with them.</p>	<p>21 Develop a hand signal that tells students to be quiet.</p>	<p>22 Read a nonfiction book on a subject that interests you.</p>
<p>23 Learn to create your own web page.</p>	<p>24 Allow students to learn new material based on their learning styles.</p>	<p>25 Ask teens to help recruit parents as volunteers.</p>	<p>26 Share time management and study skills tips with students.</p>	<p>27 Ask <i>how</i> parents prefer that you contact them: by phone (home, work, cell) or by email.</p>	<p>28 Notify parents immediately when a student has an unexcused absence.</p>	<p>29 “First we form habits, then they form us.” —<i>Rob Gilbert</i></p>
<p>30 Spend time today getting organized for the month ahead.</p>						