

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h2>May 2008</h2>				1 Make requests to students in a clear, calm voice. You'll get their attention—and good results.	2 Research shows: The student/teacher relationship is a good predictor of student success.	3 "It's always worthwhile to make others aware of their worth." — <i>Malcolm Forbes</i>
4 Prepare dinner or a small "care basket" for a teacher who is going through a hard time.	5 Go through your files—a few at a time. Pull out things you won't use again.	6 Be aware of your deadlines. Write all school deadlines on a large calendar near your desk so you won't miss any.	7 Work with another teacher to plan a year-end activity or unit.	8 Use test results as tools to plan for next year.	9 Give your students choices. You'll be building responsibility for their learning.	10 Write a letter to one of your former teachers. Tell her how she inspired you.
11 Spend some time reflecting on your personal goals.	12 Make notes about changes you want to make next year as you file your lesson plans.	13 Begin to tackle end-of-year report cards a little at a time.	14 Set aside some time each day to prepare students for your final exam.	15 Brainstorm with other teachers. What can you do to improve instruction next year?	16 Make sure your students still use their assignment notebooks every day.	17 Begin making plans for a summer getaway.
18 Make a list of things you want to do when school is over. Do preliminary work on one this week.	19 Consider scanning papers and saving them as PDF files. You'll have less paper to store.	20 Multitasking doesn't always work well. Focus on one job at a time and you'll get more done.	21 Ask each student to create a vision of success. Then have students make plans to achieve that success.	22 Continue to stress attendance until the very last day of school.	23 Set aside time for students to clean out and organize their notebooks and binders.	24 Allow yourself time for a cup of coffee or tea in an outdoor café.
25 Map out some changes in your exercise routine for the summer months.	26 Begin planning for next year. Make copies of papers you know you'll need.	27 Collect items for an "I make a difference" scrapbook. Put it together this summer to get motivated for next year.	28 Plan to do something special for a colleague who is retiring.	29 Keep a list of jobs that take five minutes or fewer. Tackle one whenever you have time.	30 Explore ways technology could ease your workload next year.	31 "You must be the change you wish to see in the world." — <i>Ghandi</i>