

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h2>November 2007</h2>				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.” — <i>Wernher von Braun</i>
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 <i>no talking</i> means <i>no talking</i> —if students are to work independently.	16 Do your photo-copying 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.” — <i>Ralph Waldo Emerson</i>	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.	