

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>December 2009</b>		<b>1</b> Students tune out long explanations. Use a single word or gesture instead.	<b>2</b> Try to start your planning for the next week by at least Thursday of the previous week.	<b>3</b> Effective praise helps students recognize their abilities and accomplishments.	<b>4</b> Get in the habit of leaving all of Monday's materials on your desk before you leave school.	<b>5</b> Create a list of things parents can donate to your class (instead of another coffee mug).
<b>6</b> "If you want to make an easy job seem hard, just keep putting off doing it." —Olin Miller	<b>7</b> Have students write a scene that could have appeared in a book, but didn't.	<b>8</b> Have students act out vocabulary words—perhaps with props and costumes.	<b>9</b> Plan a holiday "manners lunch" in the classroom. Teach and model proper manners.	<b>10</b> Focus on specific strengths: "You wrote a great description of the sound of walking on snow."	<b>11</b> Ask parents to send in boxes of tissues and sanitizer wipes for your classroom.	<b>12</b> Think about how you'll keep active during the holiday season.
<b>13</b> Head to a coffee shop and enjoy a few quiet minutes with a book.	<b>14</b> Celebrate success. Don't let anyone make fun of high achievers.	<b>15</b> Send home a list of fun activities families can enjoy to keep learning over the holidays.	<b>16</b> Learn to "work the crowd." Moving around the room can prevent disruptions before they occur.	<b>17</b> The four P's—Plan, Prepare, Practice, Praise—make transitions easier.	<b>18</b> Let a student make the introduction when a visitor comes to your classroom.	<b>19</b> Create "Ask Me About" cards for students to take home for dinner-table conversations.
<b>20</b> Look through magazines for interesting pictures to use as writing prompts.	<b>21</b> Nothing will motivate your students like a feeling of competence.	<b>22</b> Have students write five diary entries that could have been written by a book character.	<b>23</b> Play vocabulary bingo. You give a definition. Students locate the matching word on a card.	<b>24</b> Write down the goals you achieved this year. Then write a list of goals for next year.	<b>25</b> Don't overschedule during the holidays. You've earned a break!	<b>26</b> Look over a unit you plan to teach in January. What can you do to prepare now?
<b>27</b> School holidays are a good time to fit in fitness. Try a new workout or exercise today.	<b>28</b> Spend time getting organized. Think of it as an investment for a smoother 2010.	<b>29</b> Find ways to make teaching easier through technology at <a href="http://teachclever.com">http://teachclever.com</a> .	<b>30</b> "This year, you have touched the lives of your students ...	<b>31</b> ... in complex ways that you will never fully know." —Peter W. Cookson		