

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 2009		1 Never leave the keys to any school doors or cabinets out where they could be found.	2 Your feet—not your voice—should be tired at the end of a day of teaching.	3 Have students write five possible questions for your next exam.	4 Send communication home early enough for parents to respond if you need an answer.	5 Create high-quality rubrics at http://rubistar.4teachers.org/index.php .
6 “In a great teacher’s classroom, every student feels like the favorite.” — <i>Todd Whitaker</i>	7 Students sometimes try to get teachers to do their work for them. Don’t fall into that trap.	8 Stay a little later. Drop in on a team practice or a play rehearsal.	9 Post instructions on your website in addition to giving oral and printed directions.	10 For homework, have students find some reference to your subject matter in a popular song.	11 Tell parents how completing homework contributes to learning and student success.	12 Design an informal quiz based on a game-show format.
13 Look for a source for used books or magazines you could use in your class.	14 Meet students at the door. Remind them of materials they’ll need for class.	15 Try to turn your classroom into a “failure-free zone.”	16 Fill a treat bag for a first-year teacher with small treats and classroom necessities.	17 Check to see students are following directions. “When you find page 92, raise your hand.”	18 Have students mark their corrections with a highlighter when they go over homework.	19 Prepare two lessons for the days after vacation. Have all needed materials ready to go.
20 List five people you’d like to have as guest speakers in your class before the end of the year.	21 Does every student have a public library card? Make this an assignment due in January.	22 Prepare for absences. Develop a procedure for handing out work to students who miss class.	23 Make a list of classroom jobs that students could do.	24 List one positive thing about each student in each class.	25 Write down goals you achieved this year. List new goals for 2010.	26 When was the last time you backed up your computer files?
27 Look over a unit you plan to teach in January. What can you do now to get started?	28 Did you know you can Google the slang phrases you hear your students using?	29 Return phone calls from parents promptly—within 24 hours if possible.	30 Make a list of the ways you made a difference in 2009.	31 Enforce a rule next year: In your class, no one insults anyone else. Ever.		