

Secondary Edition

Compliments of
Northwest MAP Regional Center

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 “Praise is necessary but praise only keeps you in the game. It doesn’t get you better.” — <i>Grant Wiggins</i>	2 Keep both feet on the ground—literally and emotionally—when disciplining a student.	3 A teacher’s negative body language speaks more loudly than any words.	4 Prepare an overhead for directions you give frequently. You’ll save your voice.	5 Review and reteach your policy on class absences and tardies.	6 Assign every student two homework buddies—two other students to call on days they are absent.	7 Clean the desktop and inbox on your computer while you do spring cleaning.
8 Investigate some summer volunteer projects that might interest you.	9 Project your own writing on the board or on a transparency. Let students watch as you revise and rewrite.	10 Calm background music can help students get quiet and ready for learning.	11 Build up a collection of textbooks at all reading levels.	12 Bookmark appropriate websites for your students’ next research project.	13 Prepare for Pi Day tomorrow (3/14). What are some real-life uses for pi?	14 Spend at least one whole day this weekend <i>not</i> doing work.
15 Schedule time on your calendar for exercise—just as you would any other commitment.	16 Videotape yourself teaching. Then ask, “Did I go too fast? Did I repeat too often?”	17 Break up long activities. Stop a film or video midway to discuss key points.	18 Watch for non-verbal cues that students are getting distracted. Then change pace.	19 Have students list new “Basic Skills” (texting, email). Then have them teach their parents!	20 Backpacks can become black holes. Encourage students to go through them occasionally.	21 Be sure to back up your grade book each week if you keep your grades on a computer.
22 Set realistic goals and celebrate successes as you achieve them.	23 Give your students one No Homework pass (not to be used for big projects).	24 Don’t get over-run with clutter. Take five minutes to put things away at the end of each day.	25 Avoid answering your own questions. If students know you’ll do the work, they’ll let you.	26 Write down your daily plan. When your head is full of clutter, you won’t get much done.	27 Allow an at-risk student to showcase a strength in front of the class.	28 Write email messages with descriptive subject lines (“Concern About Test Scores”).
29 Read journals with a pen and highlighter. You’ll see important points quickly.	30 Don’t attempt a difficult task when you’re tired.	31 “Teachers who use instructional time efficiently have fewer management problems.” — <i>Kay Burke</i>	March 2009			