

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 2009				1 Improve attendance at conferences. Make calls to personally invite parents.	2 Get in the habit of leaving all of Monday's materials on your desk before you leave school on Friday.	3 Take your workday appearance seriously. Be comfortable, but professional.
4 "As a teacher, you make a genuine difference. It is the highest of callings." —Peter W. Cookson	5 Mistakes can be opportunities to learn. Share some of your own mistakes with students.	6 Feedback is critical for students to change their behavior. Tell students how they can improve.	7 Hand out a rubric with an assignment so students and their parents know what's expected.	8 Post four questions based on yesterday's lesson for bell work.	9 Speak to your students when you see them outside the classroom—in the hall, cafeteria or elsewhere.	10 Plan the test as you're planning the unit.
11 Take a look at School Tube (www.schooltube.com). It allows you to post a band or choir concert on your website.	12 Showcase outstanding student work on your school website.	13 Encourage your struggling students. Notice when they give extra effort.	14 Have students place their belongings under their desks, not next to them, before you hand out a test.	15 A big project may be overwhelming for at-risk students. Break it down into smaller steps.	16 Students will misbehave at times. Keep your cool. Avoid a confrontation in front of the class.	17 Look through the paper this weekend for an interesting news story you can use for a class discussion.
18 Suggest questions parents can ask students about homework—even if they don't understand it.	19 Send home a "Word of the Week." Let parents help students learn the vocabulary of your subject matter.	20 Lower your voice to a whisper. It's a proven way to get students to listen.	21 Have students develop five questions to check whether someone has done the reading assignment.	22 Plan to have another teacher take your test before you administer it to students.	23 Check in with a substitute teacher to see if there is any way you can be helpful.	24 Big project? Have parents sign a form saying they have reviewed the directions and the due date.
25 Set a fitness goal—then write a plan to help you achieve it.	26 Tell students to take "recall breaks" each time they study. It will aid in long-term memory.	27 Have students keep portfolios of their work. Seeing progress is a great motivator.	28 Boost confidence. Start a test with several questions most students will answer correctly.	29 Show students the link between effort and mastery.	30 Help students make associations of what they are learning to what they already know.	31 Reduce the grading grind. Sometimes, grade homework only for mastery of a specific skill.