

Elementary Edition

Sue Renn
Guilford Co Schools

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 “We can learn something new any time we believe we can.” — <i>Virginia Satir</i>	2 Greet every student at the door. You’ll set a positive tone for the rest of the day.	3 Keep extra copies of your welcome packet for students who enter later in the year.	4 Write everything in pencil for the first month. Things are bound to change!	5 Mail a letter home to parents. Introduce yourself and outline your goals for the year.	6 Don’t let teaching take up all your time. Be sure to carve out some “me” time each weekend.
7 Get into an exercise habit. You’ll be healthier and have more stamina for teaching.	8 Create rules <i>with</i> your students. The rules should be clear, fair and few.	9 Teach classroom routines as carefully as you teach every other lesson.	10 Add “a box of tissues” to your school supply list. You’ll need that supply during flu season.	11 Make “Enter the classroom with a smile” your first class rule.	12 Remember three important rules for any teacher: Be firm. Be fair. Be consistent.	13 Make an audio-tape or podcast of what happens on a typical day in your class. This will help your sub.
14 Lay out everything you’ll need for tomorrow. Your morning will be less stressful.	15 Make sure your classroom rules help you achieve your instructional goals.	16 Move forward by looking backward. Reflect on what’s working and what you need to change.	17 Introduce yourself to students by talking about your three favorite books.	18 Keep a record of everything you communicate to parents.	19 Don’t let things pile up—whether it’s papers to be graded or bills to be paid.	20 No one plans to be sick. Start creating a “sub folder” for days you might be absent.
21 Get plenty of sleep so you’ll be able to start the week refreshed.	22 Make “bell work” available so students can be productive from the first minute of class.	23 Greet parents at the door when they arrive for back-to-school night.	24 Give your students practice walking the fire drill route.	25 Use a digital camera to take a photo of each child. Attach the photos to your seating chart.	26 Take 15 minutes to clear off your desk. You’ll be glad on Monday.	27 Just because you were on a committee last year doesn’t mean you have to say <i>yes</i> again.
28 Put healthy snacks (pretzels, raisins) in small bags to bring to school and keep in your desk.	29 Clean pizza boxes make great storage places for student work.	30 “The people who influence you are people who believe in you.” — <i>Henry Drummond</i>	<h1>September 2008</h1>			