

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 2009					1 Ask students to think about real-life applications in your content area.	2 Keep a record of everything you send home to parents.
3 “It’s not what you teach but how you teach it that makes all the difference.” <i>—Linda Burdine</i>	4 Is discipline starting to slip? Go back to what you did at the start of the year.	5 Assign students a final project that demonstrates what they have learned in your class.	6 Sometimes, grade homework only for mastery of a specific skill.	7 Ask a colleague to look over anything you plan to send home to parents.	8 If more than two students ask questions, you know your directions were not clear.	9 Make a list of the things you did <i>right</i> last week.
10 Take one step to promote your own good health today.	11 Don’t focus on misbehavior. The less time you take from your teaching, the better.	12 Ask students for tips on how to combat “senioritis.” What works for them?	13 Start fresh every day. Even the student who was a challenge yesterday deserves a new start.	14 Ask students to evaluate each member’s contribution to group work—even their own.	15 Give a surprise quiz at the very start of class. Tardy students will miss it.	16 Take a book, a blanket and a cold drink to a park and enjoy some quiet reading time.
17 “Keep communicating clearly and often. You will reap the benefits.” <i>—Kristen Nelson</i>	18 Don’t label your questions. (“Here’s an easy one.”)	19 When you clean up your desktop, clean up your <i>computer</i> desktop as well.	20 Welcome back students who have missed school due to illness.	21 Make a checklist of everything you have to do before the end of the year.	22 Review your school and district attendance policies with students.	23 What changes do you want to make in your exercise program during the summer?
24 Clean out one drawer of your home filing cabinet.	25 Start filing lesson plans. Make notes. What worked? What would you change?	26 Students tend to remember best what you say first and last.	27 Learn the signs of a student being bullied.	28 Teach a lesson in appropriate online behavior.	29 Get as much work finished at school as possible. Save time to spend with your family.	30 Avoid end-of-year stress. Don’t get overscheduled between now and the end of the year.
31 Develop a homework survey to send home to parents.						