



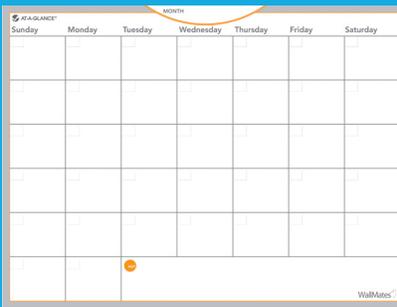
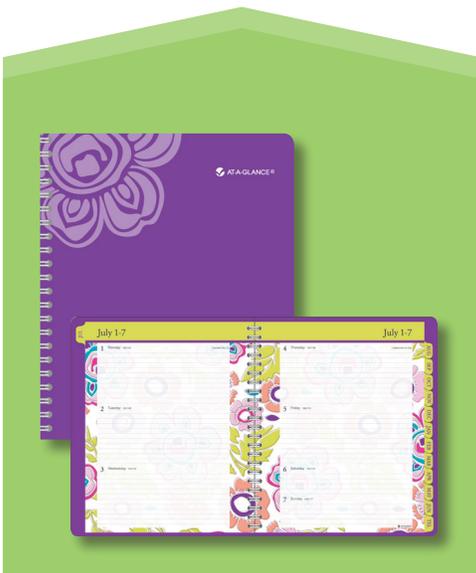
## 3 Simple Tips That Are Just Your Style

### Calendar Keeper

Spontaneity is nice—in theory. But you know that a lack of preparation can lead to less-than-ideal results in the classroom. Your lessons are thoroughly planned well in advance. No one would accuse you of procrastination. Stay on schedule with these simple organization tips.

#### Plan It

Start with the basics. A good planner is essential for keeping your classroom running smoothly. With a weekly/monthly planner, like an At-a-Glance 60% Recycled Fashion Academic Weekly/Monthly Planner (#213833), you can consolidate short- and long-term planning. Use the monthly pages to make notes about prep, book titles, or anything else you need to gather for each day's lessons. Use the weekly pages to jot down brief notes about communication with students' parents.



#### Specials Calendar

A dry-erase wall calendar gets students involved with keeping track of specials. Place an undated monthly dry-erase calendar within student reach. Repositionable calendars that cling to most flat surfaces (#644973) are particularly convenient. Have students help you fill in the dates each month. Then indicate on the calendar when specials are, such as art, music, or PE are. This at-a-glance reference is especially helpful if the schedule varies from week to week.

#### Schedule in a Pocket

A pocket chart dedicated to your daily schedule makes a great visual reference for students. Display the day's schedule in a pocket chart like Scholastic's Daily Schedule Pocket Chart (#197586). At the end of the day, ask students to refer to the schedule as they write notes telling about the day's activities. Encourage students to take the notes home to share with their families.

