



***Bring It 101™* Brain Blast Guide**  
**“Bringing It from Good to Great Teaching”**

**A Welcoming Message**

Dear Fellow Teachers,

The information that is presented in this package focuses on the ongoing process of Bringing It from Good to Great Teaching. The five (5) video clips provide the busy educator with ideas and insights as to how to remain focused on the process of becoming a great teacher. Whether you choose to view each part of this highly informative and passably entertaining package during recurring times or view the entire package at once, you will gain a great deal from the enhancement and / or validation of your practice. In addition, this Brain Blast Guide provides you with information and resources that align to the package’s overarching theme.

Professional development that is provided to busy teachers anytime / anywhere and tailored to meet the scenarios that confront us during challenging times is priceless!

Please feel free to contact me with questions and feedback at anytime at [jgamble@tmieducation.com](mailto:jgamble@tmieducation.com). I look forward to sharing ideas with you.

Best,

Dr. Jim

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**“Bringing It from Good to Great Teaching” Video Package Contents**

- Part 1** – An Overview of the *Bring It™* Video Packages.
- Part 2** – Good to Great Teaching.
- Part 3** – Are you a Hedgehog or a Fox?
- Part 4** – Continue to Develop Your Teaching Wisdom.
- Part 5** – You are the Molders of their Dreams.

## Brain Blast Ideas – “BBIs”

The following is a compilation of a few “Brain Blast Ideas” that align to the overarching theme of this package. The ideas represent information that I have internalized from over 50 years of experience as an educator. Much of the information that I have accumulated over the years comes from a variety of resources, course work, and professional workshops. Credit and acknowledgements are noted whenever possible. Please feel free to make copies of this material and to reach out to me with your questions and feedback.

### **BBI #1: 35 Time Saving Tips for the Busy Teacher**

We know that the human brain likes a certain amount of structure. We also know that given challenging and unpredictable times, it is essential that we remain focused and manage our time as effectively as possible. In other words, it is important to be organized in our ongoing efforts to remain well both mentally and physically. This is the overarching purpose of the “35 Time Tips” Brain Blast. The following time management tips are offered with the goal that possibly one or more will help you to become increasingly effective with the critical management of your time for both your professional and personal well-being. These tips are gathered from a variety of sources to include my personal experiences over the years.

Dr. Jim

#### **Time Tips:**

1. Get up 15 minutes earlier
2. Prepare for the morning the night before
3. Set appointments ahead for both in-person and virtual sessions
4. Don't rely on your memory ... write it down
5. Practice preventive maintenance.... Take time to reflect...(I use to do this almost every Sunday evening during my teaching career.)
6. Make duplicate keys
7. Say "no" more often....It is good to internalize a “Burning Yes!” (I would be happy explain this to you a bit further...just email me at [jgamble@tmieducation.com](mailto:jgamble@tmieducation.com))
8. Set priorities in your life. You may consider crafting a personal mission statement. (Covey, 1989).

9. Simplify mealtimes
10. Always make copies of important papers and virtual documents
11. Always back up your work on the computer (I have noticed in the past that there are essentially two types of people...Those who have lost their data and those who are about to...Just kidding, Of course!
12. Anticipate your needs
13. Repair anything that does not work properly (However, if it isn't broke...don't try to fix it!
14. Ask for help with the jobs you dislike
15. Break large tasks into bite size portions....Chunk it when you can!
16. Unclutter your life
17. Be prepared for rain
18. Schedule play time into every day...As Stephen Covey states..."Sharpen the Saw!"
19. Believe in yourself
20. Develop your sense of humor
21. Have goals for yourself
22. Practice breathing slowly
23. Stop bad habits
24. Do it today
25. Work at being cheerful and optimistic
26. Put safety first
27. Always have a plan "B"
28. Know your limitations and let others know them, too

29. Get to work early or log on early to your scheduled virtual chats.
30. Leave work early (with permission) or just log off and relax!
31. Remember that stress can sometimes be an attitude
32. Remember you always have options
33. Get enough sleep...(Even if it's on the couch like me!?)
34. Talk less and listen more...(I really need practice at this one!)
35. Relax, take each day at a time... **you have the rest of your life to live!**

**BBI #2: The Time Management Matrix**

Are you able to say no when you need to? Do you possess that big burning "Yes?"

	<i><b>Urgent</b></i>	<i><b>Not Urgent</b></i>
<i><b>Important</b></i>	<b>I</b> <ul style="list-style-type: none"> <li>○ Crisis</li> <li>○ Pressing Problems</li> <li>○ Deadline-driven projects, meetings, presentations, etc.</li> </ul>	<b>II</b> <ul style="list-style-type: none"> <li>○ Preparation</li> <li>○ Prevention</li> <li>○ Values clarification</li> <li>○ Planning</li> <li>○ Relationship building</li> <li>○ Empowerment</li> </ul>
<i><b>Not Important</b></i>	<b>III</b> <ul style="list-style-type: none"> <li>○ Interruptions</li> <li>○ Some meetings</li> <li>○ Some mail and memos</li> <li>○ Some phone calls</li> <li>○ Some reports and projects</li> <li>○ Some popular activities</li> </ul>	<b>IV</b> <ul style="list-style-type: none"> <li>○ Junk mail</li> <li>○ Small talk</li> <li>○ Some phone calls</li> <li>○ Trivia, busywork</li> <li>○ "Escape" activities</li> </ul>

**Time Matrix - Reflection:**

Which quadrant do you spend the most time in?

Which quadrant would you like to spend more time in?

What changes do you need to make in your behaviors in order to better manage the constant of time?

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(Covey, 1994)

**BBI #3:** A well-deserved tribute to Teachers

The poem, entitled “Teachers” was written by the then editor of the Des Moines Iowa newspaper. His name is Clark Mollenhoff and he wrote the poem in honor of his mother who had just completed 40 years of teaching. Here is a copy of the poem. It certainly underscores the tremendous influence that you have on our young people.

Please read and reflect upon the piece. Read it whenever you need to be reminded of the critical role that you play as a teacher of our nation’s most valuable resource: The children!

Best,

Dr. Jim

**Teachers**

**by Clark Mollenhoff**

*You are the Molders of Their Dreams...*

*The Gods who build or crush their young beliefs of right or wrong...*

*You are the spark that sets aflame the poet’s hand...*

*Or lights the flame in some great singer’s song...*

*You are the Gods of young, The very young...*

*You are the guardian of a million dreams.....*

*Your every smile or frown can heal or pierce a heart.....*

*Yours are one hundred lives, One thousand lives....*

*Yours is the pride of loving them, the sorrow, too.....*

*Your patient work, Your touch...  
Make you the God of hope.....  
That fills their souls with dreams...  
And make those dreams come true.*

**Resources:**

Covey S. (1994). *First things first*. Simon & Schuster. New York, NY.

Covey, S. (1989). *The seven habits of highly effective people: Powerful lessons on personal change*. Free Press. New York, NY.

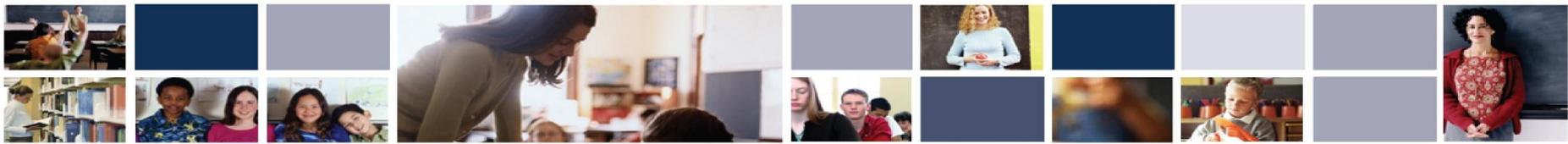
Collins, J. (2001). *Good to great: Why some companies make the leap and others don't*. Harper-Collins Publishers, Inc. New York, NY.

Senge, P. (2000). *Schools that learn: A fifth discipline field-book for educators, parents, and everyone who cares about education*. Doubleday. New York, NY.

***“The best learners make the best teachers.”***

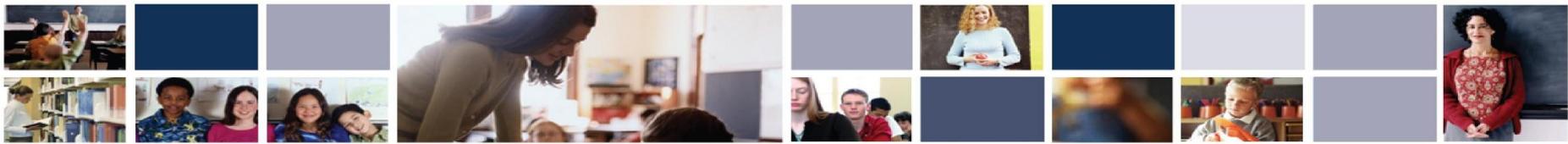
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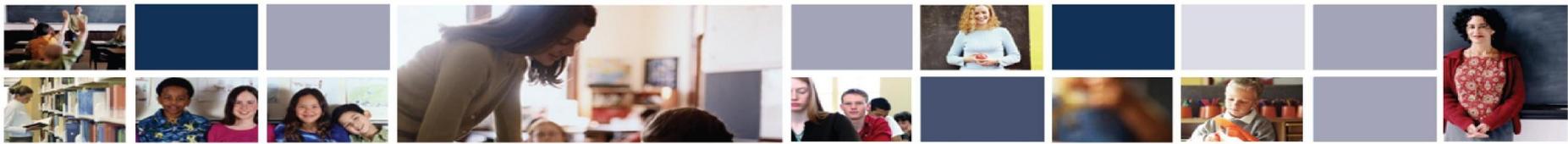
## Part 1: An Overview of the *Bring It*™ Video Packages





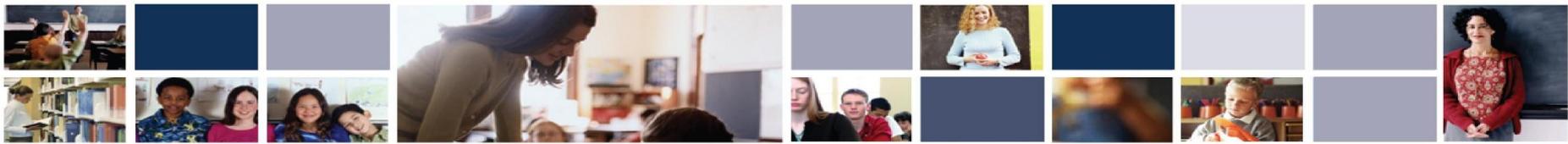
## Part 2: Good to Great Teaching





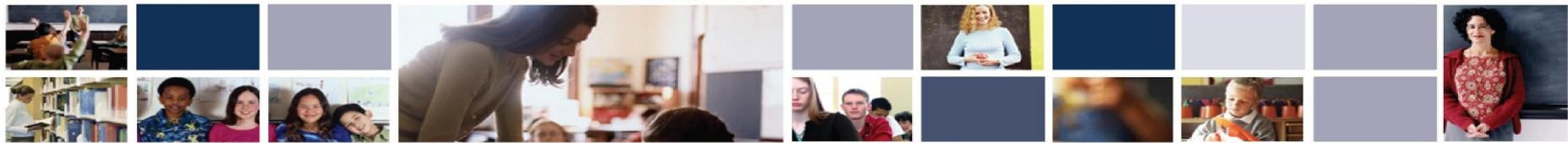
## Part 3: Are you a Hedgehog or a Fox?





## Part 4: Continue to Develop Your Teaching Wisdom





## Part 5: You are the Molders of their Dreams

