

**"Success is the sum of details."
Harvey S Firestone**

Helpful Details of Daily Routine

Set a bedtime and keep it.
Eat proper diet for your health.
Don't avoid the doctor when you know something's wrong.
Be a reluctant spender.
 Spending is not saving.
 Most stress is money related.
Always leave early & you won't have the stress of being late.
Not procrastinating:
 Allows time for embellishment.
 Gives time to scramble in an emergency.
"Putting off 'til tomorrow often brings sorrow."

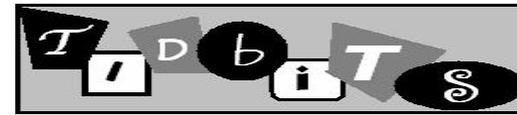
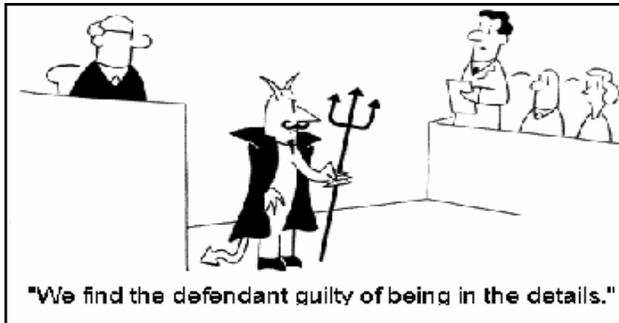
Points To Ponder

Little details:
Get out-of-hand the quickest.
Generate the greatest calamities.
Weary us the most.
Are the foundation of long term success.
Attention to little details indicate your regard for the whole.
Organization & discipline are the keys to handling little details.

Classroom Details

Keep accurate records.
 Attendance
 Birthdays
 Addresses & Phone #'s
 Important events
Notice attitudes.
Set individualized goals.
Recognize effort.
Praise accomplishment.
Think & plan growth.
Keep room clean & uncluttered.

"Keep thy heart with all diligence; for out of it are the issues of life. Proverbs 4:23



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