

TOP 20

TRAINING

**Morning
Announcement
Calendar**

Dear Principal,

We at Top 20 Training are excited to partner with you in helping your students learn Top 20 concepts and discover the power they have to make a positive difference in their lives, relationships, and school experiences. These Morning Announcements are intended to support your students in developing effective habits of thinking, learning, and communicating. As you read these Morning Announcements, we encourage you to personalize them whenever possible by sharing your own experiences or including your school's name. Please revise the announcements whenever necessary to make them relevant for your students at various grade levels.

Thank you for your leadership and commitment in developing the potential of your students and staff and creating a culture of learning in your school.

Best wishes,

A handwritten signature in black ink that reads "Paul Bernabei". The script is cursive and fluid, with the first letters of "Paul" and "Bernabei" being capitalized and prominent.

Paul Bernabei
Director, Top 20 Training

Creating a Culture of Learning

One way to communicate “you matter” is to use one another’s names with respect. Names are special and important. Just like a fingerprint, a name is unique and part of who we are. When we talk to and about others today, let’s remember that names are sacred.

The Line

Remember: It's okay to go Below the Line. Everyone does sometimes. We can visit Below the Line—we just don't want to live there.

Some people are almost always Below the Line and only visit Above the Line once in awhile. That isn't much fun for those people or the people they care about.

When you go Below the Line, what can you do to make sure it's just for a short while?

Mistakes

Did you make a mistake yesterday? Did you own it? What did you learn from it?

I'd like to hear from each of you. Write about your experience and the lesson you learned. I'll post your responses outside my office.

EQ and Star Qualities

The Star Quality of organization means being able to look ahead and keep our life in order.

What's an area in your life where you need to be more organized? What could you do today to be more organized?

Remember: Keep an eye on someone who's organized in this area, and they'll show you how to do it. You can always ask for help if needed.

Other People's Opinions (OPOs)

What if everyone in our school looked the same, acted the same, thought the same, and told the same stories and jokes? Wouldn't that be boring?

Our differences are what make [school name] an interesting and fun place to go to school. Let's remember that!

Eliminating Negativity

When one of your friends attempts to start a tornado by complaining, simply say, “Okay” or “I hear you.” These responses reveal you are listening but that you choose not to throw more gas on the fire.

“I hear you” is a very effective response to a tornado. However, if the tornado persists, you may need to repeat “I hear you” a second time, or simply get up and walk away.