

Helpful Hints to Establish Routine Procedures

1. Students enter quickly and quietly (music may be playing in the background)
2. Students get their folders
3. Students put their music in rehearsal order as indicated by the detailed lesson plan which should have been put on the board in the same place each day (Your plan should not only indicate which selections you will rehearse but which pages and what will be rehearsed--i.e. dynamics, diction, etc.)
4. Attendance is taken as soon as the bell rings--can you require students to be in their seats with folders in hand by the time the bell rings? (If not and students are still getting to their seats from retrieving their folders, it should be done as silently as possible)
5. Begin warm-ups and be certain that there is relevance to the literature you will be rehearsing that day
6. Try to make strides in at least 3 pieces of music each day. Again, remember that the more you expect, the better. I am not referring to level of difficulty of literature. but rather to achievement of musical aspects within each work.
7. At the end of the period, do two (2) things.
 - a. Review musical accomplishments by asking the students a question like, "What improvements did we make in the Mozart today?" At the high school level, I recommend that teachers use rehearsal review forms to record achievements made in rehearsals each day and submit them every Friday as part of their grade requirements. This could be used to develop a journal--something which I consider to be of great value. (Be certain to expect good writing, spelling, etc.)
 - b. Articulate what needs be worked on "tomorrow."
8. Make relevant announcements.
9. Have students put away their folders within a reasonable amount of time before the bell.

Analogy of the Director's Job. . .the *CEO Approach*

It is always best for directors to work with students in a business-like, professional manner. The result is that students perceive that they have responsibilities to meet and principles to uphold. As the president/CEO, the director supervises each of the sections which comprise a department that must be provided with the tools and motivation to operate well within the organization so that the company can function at its very best to make a profit—the quality musical performance. The individuals within each section thus have the responsibility of working at their best so that their department is the best it can be. The traits of successful CEOs translate into the world of the music director to help lead a more effective program with less stress. From the tiniest details to the overall big picture, the process starts at the top and that's you!