How's My Tone?
A Daily Reflection Tool for Educators

Part 1: Quick Daily Check-In
Use at Arrival, Midday (before Lunch), Afternoon, and Dismissal

Time of Day	Positive 😊	Neutral 😐	Negative 😠
Arrival	😊	😐	😠
Midday	😊	😐	😠
Afternoon	😊	😐	😠
Dismissal	😊	😐	😠

Part 2: Self-Monitoring Tracker – Did I...
☐ Greet each student positively this morning

☐ Use behavior-specific praise at least 3 times

☐ Redirect unwanted behavior calmly and quickly

☐ Take a breath before responding to a stressful situation

☐ End the day with a positive send-off or class wrap-up

☐ Recognize when I was feeling fatigued or overwhelmed

Part 3: Reflect and Reset

1. What part of the day was hardest for maintaining a positive tone?

🕐 _____

2. What external factors influenced my tone today (e.g., student behavior, stress, fatigue)?

⚠️ _____

3. What one thing can I try tomorrow to support a more positive tone?

🌟 _____

Weekly Reflection Prompt

Did I notice a change in student behavior or classroom climate this past week when I was more positive in my tone?

YES	NO

What is one change I can make next week to have a more positive tone in the classroom?

7 Strategies to Improve Positive Emotional Tone

Use these simple, proactive strategies to shift the tone of your classroom, especially when stress, fatigue, or frustration starts to rise.

Positive Greetings (Start of Day or After Transitions)
• "I'm so glad you're here today."
• "Let's have a fresh start."
• "Good to see your face. Let's make today count."

Warm-Up Routines to Set a Positive Tone
• Play calming or upbeat music during arrival
• Do a quick 'Good Morning Circle' or stretch break
• Share a positive quote or class goal for the day

Scripted Praise You Can Use Anytime
• "Thank you for raising your hand. That helps us all learn."
• "You stuck with it even when it got tricky. That's impressive!"
• "I noticed you helping a classmate, that was kind and respectful."
• "I appreciate how you came back to your seat quickly. Great job!"

Positive Redirects Instead of Negative Commands
• Try: "Let's get back on track together." Instead of: "Stop messing around."
• Try: "Show me what you're working on." Instead of: "Why are you doing nothing?"
• Try: "Let's take a breath and start again." Instead of: "You need to stop right now."

Strategic Positivity During Difficult Times (Afternoon Slump)

• Have a mid-day reset (3-minute dance break or quiet reflection)

• Give students a challenge: "Let's see how focused we can be in the next 10 minutes."

• Use visual or verbal countdowns with encouragement (e.g., "2 minutes left — stay with me!")

Positive End-of-Day Closure

• "Think of one thing you did today that you're proud of."

• "Thanks for being part of this class. I appreciate you."

• "We had some tough moments, but we got through them together."

Personal Regulation for You

Keep a sticky note on your desk with one of these:

• "Pause. Breathe. Choose your tone."
• "Speak the way you want to be remembered."
• "Connection before correction."