List the dates you’ll complete them to get **Mixing in Math** rolling in your program.

- Schedule training and a follow up meeting
- Design training based on modules
- Print and organize activities and hand-outs
- Create binders or files for staff/sites
- Notify staff **Mixing in Math** will be used
- Notify parents **Mixing in Math** will be used
- Hold training
- Inform staff of date for follow up
- Check in with staff once a month using the Self-Assessment form
- Design follow up training
- Copy and organize materials for follow-up
- Hold follow-up
- Check in with staff regularly

**Notes**

**Tips**

**Get Info Out:** Print and post *Fast Facts* near sign-out sheet or on a bulletin board. Create your own version and post it or include a note about **Mixing in Math** in your parent newsletter.

**Set Expectations:** Decide on specific and realistic expectations for use. For example, everyone try *How Many in a Minute* and at least two other activities between the first training and the next staff meeting.