

# Foreword

Whether you have just picked up the keys to your first school or you've been a principal for decades, the common sense and heartfelt suggestions from Paul Young should be required—and fast—reading for every school leader. Of course I am delighted with Paul's concluding tip that sings the praises of national and state professional associations, but he covers so much more, from what to wear and how to organize your office to how to make the best impression, get the support staff on your side, and remember the names of every child in your school. And he'll even tell you how *not to burn your bridges* on a very bad day. This little book is packed with good ideas, and reading it doesn't take up too much of your extremely busy day.

The best part is, these solid tips remain constant over time and will be just as meaningful each time you pick up the book.

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