



Teacher Day Planner

Circle the day of the week and write the date



M T **W** T F

Date: _____

Notes relating to individual lessons can be added as the day progresses

Start lesson #1 here

Lesson activities, plans and reminders fit in these sections

Write your priorities for the day in the middle - generally just one or two things which are urgent works best

Class codes and homework tasks here!

Notes:

Non-urgent tasks, daily notes, ideas and reminders can be listed here

This method has worked for teachers in the past in a High School setting but of course you can adapt this resource to suit your needs. We'd love to hear how you are using your day planner in the review section!

