

HOW TO KEEP YOUR LESSON PLANNING AT SCHOOL

KNOW YOURSELF

Think. How do I get the most done? What will I stick with? Be honest with yourself.

CIRCLE ONE:

- **SPRINTER:** I get in a zone and just get big tasks done once a week.
- **MARATHONER:** I like to break big tasks up and do a bit each day.

MOTIVATION

I am a bit of a rebel when it comes to structure. To do something repeatedly on a regular basis, I know I have to really see **worthwhile benefits** in order get myself to do that.

My Motivation: More time for my family and friends on weekends and evenings is what motivates me to stick to my planning schedule **every week**.

What will motivate you? Write it here.

My Motivation: _____

CHOOSE YOUR SCHEDULE

"A LITTLE AT A TIME" WEEKLY PLANNING

- Schedule time each day for planning.
- Monday- LA
- Tuesday- Social Studies
- Wednesday- Science
- Thursday- Math
- Friday - Prep and gather supplies for the next week.

"ALL AT ONCE" WEEKLY PLANNING

- Choose your day to stay late and plan.
- Schedule a large block of time for planning each week.
- Got kids? Get a babysitter ONE afternoon a week and stay late.
- Gather supplies and get busy.
- Friday - Prep and gather supplies for the next week.

MONTHLY PLANNING

- Schedule time each week to work on the next month's plan for that subject.
- CHOOSE: Schedule 20 minutes each day M-TH or stay late one day.
- Week 1- LA
- Week 2- Social Studies
- Week 3- Science
- Week 4- Math
- Every Friday - Prep and gather supplies for the next week.

SCHEDULE IT

Whatever it is that will work for you, **schedule it!** That's the key. If it's not on the calendar or in the plan book, **it won't happen!**

BONUS: I've included a few printable door signs for you to help minimize interruptions. Post a sign outside your classroom, close the door and get busy!

Do Not
Disturb!

Planning in progress.

Caution!

Teacher thinking. Interruptions
may cause thoughts to escape.

shh!

Important plans hatching.

Danger!

Teacher working. Do NOT
Disturb.