

Leave Your Classroom On Time!

Teacher To-Do List

I used to struggle to get out of my classroom before dark each day; I was feeling burnt out, defeated, and pulled in way too many directions. After some deep thought, reflection and a huge reality check, I realized that what I was doing was not feasible. Not only was I suffering, but my students were suffering too! My burn out was affecting my mood, and in turn affecting my classroom. In truth, staying late to do all of the extras, prepping for things that were months down the road, or staying late to socialize with colleagues was not helping my psyche or my teaching in a positive way.

I needed to set boundaries; I needed to get a life outside of school; I needed to find balance. The one thing that was throwing everything off was the massive amount of time I spent working, both at home and at school. So, I stopped taking work home (crazy, I know) and I started leaving school at a normal time. I allowed myself to stay after school for 60-90 minutes and even with this schedule I was still working a nine and a half hour day. I began to manage my time at school better, I started triaging tasks, using a timer, and I left the socializing for outside of the school campus. I came up with a new mantra, and I stuck with it, and still use it to this day:

What do I need to do today, to be successful tomorrow?

I changed my thought process to focusing on the here and now; I started living in the moment. It felt amazing! My mood shifted, my students were happier—I was happier. And can you believe it...I got everything done! I met every time line and due date; I found myself on track, even ahead, and even my grading was done (no huge piles on the desk). This one silly question changed it all, and I hope it can do the same for you.

I have created a printable to do list, and I hope that you can print this and use it. This list is to keep you on track, to keep you in the right mindset—but most of all it is to celebrate and acknowledge the accomplishments you have everyday. Isn't it crazy what checking a task off a list can do for your drive and morale???

I have included some samples of how I use the list, I would love your feedback, and I hope that this helps to get you home at a reasonable hour.

What do I need to do today, to be successful tomorrow?

Teacher TO-DO List

Before School

- ☐ Respond to emails (set timer, answer in order of importance)
- ☐ Set up for 1st lesson
 - ☐ _____
 - ☐ _____
- ☐ Time Sensitive Task/Special Project
 - ☐ _____
 - ☐ _____

Prep/Planning Period

- ☐ Set timer to grade (at least 15 minutes)
- ☐ Copies for tomorrow
- ☐ Time Sensitive Task/Special Project
 - ☐ _____
 - ☐ _____

After School

- ☐ Parent Phone Calls
 - ☐ _____
 - ☐ _____
- ☐ Respond to Emails (time sensitive/need immediate attention)
- ☐ Prep for any meetings/committees for tomorrow
 - ☐ _____
 - ☐ _____
- ☐ Prep lessons for tomorrow
- ☐ Grade (set a timer)



See you tomorrow!

Teacher TO-DO List

Before School

- ☐ Respond to emails (set timer, answer in order of importance)
- ☐ Set up for 1st lesson
 - ☐ _____
 - ☐ _____
- ☐ Time Sensitive Task/Special Project
 - ☐ _____
 - ☐ _____

Prep/Planning Period

- ☐ Set timer to grade (at least 15 minutes)
- ☐ Copies for tomorrow
- ☐ Time Sensitive Task/Special Project
 - ☐ _____
 - ☐ _____

After School

- ☐ Parent Phone Calls
 - ☐ _____
 - ☐ _____
- ☐ Respond to Emails (time sensitive/need immediate attention)
- ☐ Prep for any meetings/committees for tomorrow
 - ☐ _____
 - ☐ _____
- ☐ Prep lessons for tomorrow
- ☐ Grade (set a timer)



See you tomorrow!

What do I need to do today, to be successful tomorrow?

Teacher TO-DO List

Before School Tues 2/4

- ☐ Respond to emails (set timer, answer in order of importance)
- ☐ Set up for 1st lesson
 - ☐ highlighters, ISN
 - ☐ WB-st to do list
- ☐ Time Sensitive Task/Special Project
 - ☐ cont. to work grow/glow
 - ☐ read through PT Conf. draft letter

Prep/Planning Period

- ☐ Set timer to grade (at least 15 minutes)
- ☐ Copies for tomorrow
- ☐ Time Sensitive Task/Special Project
 - ☐ grow/glow
 - ☐ copy P/T conf. letter

After School

- ☐ Parent Phone Calls
 - ☐ Jacob - IEP
 - ☐ Susie - Recess Behavior
- ☐ Respond to Emails (time sensitive/need immediate attention)
- ☐ Prep for any meetings/committees for tomorrow
 - ☐ Data Folder - Jacob IEP
 - ☐ _____
- ☐ Prep lessons for tomorrow
- ☐ Grade (set a timer)



See you tomorrow!

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← I typically fill out lesson set-up the day before

← Spring P/T conferences are coming up - don't want to fall behind

← I don't usually do Parent phone calls daily - this is often blank

← IEP Mtg in the A.M.

What do I need to do today, to be successful tomorrow?

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Teacher TO-DO List

Before School Wed. 10/28

- ☐ Respond to emails (set timer, answer in order of importance)
- ☐ Set up for 1st lesson
 - ☐ grab math base ten blocks
 - ☐ supply room - graph paper
- ☐ Time Sensitive Task/Special Project
 - ☐ class newsletter
 - ☐

Prep/Planning Period

- ☐ Set timer to grade (at least 15 minutes)
- ☐ Copies for tomorrow
- ☐ Time Sensitive Task/Special Project
 - ☐ class newsletter
 - ☐ math summ assess data - compile for mtg

After School

- ☐ Parent Phone Calls
 - ☐
 - ☐
- ☐ Respond to Emails (time sensitive/need immediate attention)
- ☐ Prep for any meetings/committees for tomorrow
 - ☐ math data
 - ☐
- ☐ Prep lessons for tomorrow
- ☐ Grade (set a timer)



See you tomorrow!

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← End of the month - need to start prepping newsletter (I use the same template each month)

← Math data mtg coming up.

If I don't have a meeting or parent phone calls - I spend more time grading