TEACHER TO-DO LIST

Before School	
	Respond to Emails (most urgent/time sensitive)
	Set Up: 1st Lesson of the Day
	Time Sensitive Task/Special Project

Prep/Planning Period	
	Grade: Set Timer to Grade (at least 15 min.)
	Copies for Tomorrow
	Time Sensitive Task/Special Project

After School	
	Parent Phone Calls
	Respond to Emails (all messages from last 24 hrs)
	Prep for Tomorrow's Meetings/Committees
	Prep Lessons for Tomorrow
	Grade (set a timer, and LEAVE when it dings)

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

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Sample Daily Schedule & To-Do List

This sample schedule and To-Do List are based on a school day with teacher contractual hours of 8 am to 3:30 pm.
Students are let into the classroom at 8:30 am, and are dismissed to go home at 3 pm.
Teachers are given a 60-minute prep period (assuming no substitute coverage is needed). Teachers are also given a 30-minute lunch period.

7:30 am	Arrive at school.	
7:30-7:40 am	Fill out daily To-Do List (complete this while computer is booting up, and enjoying a few sips of coffee)	• Filling out your list daily will keep you focused and on track.
7:40-8:15 am	Complete as much as my list as possible	• Items you don't finish in the morning will be revisted later in the day.
8:15-8:25 am	Morning Duty	
8:30 am	Students Enter Classroom	
10:30-11:30 am	Prep Period: To Do List	• Use your prep period to knock things off the list. Leave socializing for lunch or after school
12:15-12:45 pm	Lunch	• I eat lunch with my team 2-3 times a week. It helps to keep my other free time availalbe to work on my list.
3-3:15 pm	Afternoon Duty	
3:15-4 pm	To-Do List	• The end of the day is when you need to kicki into high gear! Triage your tasks, complete most necessary items first.
4pm	LEAVE! Empty handed, empty tote bag.	

Teaching in the Real World

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TEACHER TO-DO LIST

Before School	
	Respond to Emails (most urgent/time sensitive)
	Set Up: 1st Lesson of the Day
	WB: To-Do List, Test Reminder
	Whiteboards, highlighters, word wall cards
	Time Sensitive Task/Special Project
	Cont. GROW/GLOW forms
	Edit Parent Letter (conferences)

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I have a 24 hr response policy to emails, I answer the most urgent emails in the morning. The rest are tackled throughout the day.

I will write out all supplies needed for the lessons that day. Each day I write a To-Do list on the board for students.

Spring P/T Conferences are coming up...

Prep/Planning Period	
	Grade: Set Timer to Grade (at least 15 min.)
	Copies for Tomorrow
	P/T Conference Letter
	Quiz-Unit 3, Lesson 7
	Time Sensitive Task/Special Project
	Cont. GROW/GLOW

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I don't typically spend a lot of time copying, I have a parent that comes in on Fridays to help with that (yes even in a title I school). :)

After School	
	Parent Phone Calls
	Jacob-IEP Appt. Confirmation
	Chloe-recess safety
	Respond to Emails (all messages from last 24 hrs)
	Prep for Tomorrow's Meetings/Committees
	Pull data folder-Jacob IEP
	Prep Lessons for Tomorrow
	ISN notes for math tomorrow: vocab Lesson 8
	write out new word wall cards
	Grade (set a timer, and LEAVE when it dings)

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I always make parent phone calls right away. It is better to rip the band aid off and get it done.

Prepping my ISN notes is an easy way to allow me to walk the classroom and check on students as they copy, it also allows me to make copies of notes for stsudents who need accomodations.

If there is any extra time after school, I will grade. You can always squeeze grading in wherever you can.

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