# Tutoring Planning Resource

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## Step 1: Define Your Tutoring Goals

1. Why do you want to become a tutor? Write your purpose below:

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2. What subjects or skills do you want to specialize in? List them:

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## Step 2: Identify Your Ideal Students

1. What age group or level are you targeting? (e.g., high school, elementary)

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2. What challenges do these students face, and how can you help?

|  |  |
| --- | --- |
| Challenge | Solution You Offer |
|  |  |
|  |  |
|  |  |

## Step 3: Create a Schedule

**Weekly Tutoring Schedule Template**

|  |  |  |  |
| --- | --- | --- | --- |
| Day | Available Time Slots | Subject/Activity | Location (Online/In-Person) |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |

## Step 4: Prepare Materials

1. List any materials or tools you need (e.g., whiteboards, software, textbooks):

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## Step 5: Pricing and Policies

1. What will you charge per session? List prices for different services:

Individual Tutoring: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Tutoring: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Write a cancellation or rescheduling policy:

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## Step 6: Marketing Your Services

1. Platforms to advertise on (e.g., social media, local boards):

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2. Draft a short "elevator pitch" about your services:

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## Step 7: Reflect and Improve

1. What went well in your sessions this week? What can improve?

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2. Feedback from students or parents:

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