

DAILY TO DO'S

DIRECTIONS:

#1 Obtain a list of all of your assigned duties and responsibilities.

SAMPLE LIST

- 8th Grade Discipline
- Math
- Visual & Performing Arts
- Special Education Math
- Special Education ESL
- Attendance Office
(Clerk/Registrar, Enrollment, withdraws)
- System-Wide Testing
- Faculty Handbook
- Multi-Cultural Celebrations
- Campus Action Plan
- Lesson Plan Review
- 8th Grade Transition Plan
- Grade Submission
- Substitutes
- Athletics/Extra Curricular
- Evaluations
- Observation & Feedback
- PLC Oversight
- Academic Celebrations 8th Grade
- AM/PM/Lunch Duty

#2 Filter your list by identifying items requiring daily/weekly attention and items that require maintenance from time to time. In the example, the highlighted items require maintenance only.

SAMPLE LIST

- 8th Grade Discipline
- Math Department
- Visual & Performing Arts
- Special Education Math
- Special Education ESL
- Attendance Office
(Clerk/Registrar, Enrollment, withdraws)
- System-Wide Testing
- Faculty Handbook
- Multi-Cultural Celebrations
- Campus Action Plan
- Lesson Plan Review
- 8th Grade Transition Plan
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- Substitutes
- Athletics/Extra Curricular
- Evaluations
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- PLC Oversight
- Academic Celebrations 8th Grade
- AM/PM/Lunch Duty

NOTE

After reviewing your list, some tasks may be combined. For example:

**Math Department
Duties**



Could Translate To...

- **Math PLC**
- **Math Walkthroughs**

DAILY TO DO'S

DIRECTIONS:

#3 Assign a day to non-highlighted tasks. It's o.k. if you have items that need to be assigned multiple days.

MONDAY

- 8th Grade Discipline
- 3 Walkthroughs
- Substitutes
- Lunch Duty

TUESDAY

- Visual & Performing Arts Walkthroughs
- Attendance Office Mtgs.
- Substitutes
- Lunch Duty
- 3 Walkthroughs
- 8th Grade Discipline

WEDNESDAY

- Lesson Plan Review
- Grade Submission
- Substitutes
- Athletics/Extra Curricular
- Lunch Duty
- 3 Walkthroughs
- 8th Grade Discipline

THURSDAY

- Special Education ESL
- Substitutes
- Lunch Duty
- Math PLC
- 3 Walkthroughs
- 8th Grade Discipline

FRIDAY

- Substitutes
- Lunch Duty
- Feedback/Culture Day
- Plan next week's minute-by-minute schedule
- 8th Grade Discipline

#4 Maintenance items will be posted in the "task bank" located at the bottom of the "to-do" list, and will serve as reminders.

TASK BANK

System-Wide Testing

Campus Action Plan

8th Grade

Faculty Handbook

8th Grade Transition Plan

Celebration

Multicultural Celebrations Evaluations

THEN PRINT & POST!

