

HOW DOES IT WORK?

Thank you for downloading this daily plan sheet. I hope this helps you to stay more focused and intentional about what you do each day. Teachers tend to wear a lot of different hats during the day. It is my hope that this planning sheet will help you stay focused and get everything finished that you need to get done today. Below are some tips for how I use this sheet and ideas to get you started. Feel free to use it in any way that you see fit.

I find it helpful to fill out this form the day before. I find that if I have a plan when I wake up, I am more successful and productive. As the day goes on I may add to my list or bump things to the next day if needed. This can also be used as a journal of your day if that fits your needs better.

DAYS OF THE WEEK

These boxes (top left) are a way for you to mark the day you are planning for. I just make an X in the appropriate square, but you can feel free to doodle in any way you would like. Maybe you are more of a star person or a heart person... Anything works.

TO-DO FOR SCHOOL

Simply make a list of the most important things that have to get done today. As your day progresses, mark off each thing you finished for today. It is okay to add to this list during the day, but try to keep it focused to the most important thing that have to be done. Sometimes I draw a little box in front of each to-do item so that I can check the box off instead of scribbling.

TO-DO FOR HOME

Similar to the school to-do list. Write down the most important things that have to get done today. Does your daughter's soccer uniform need washed? Do you need to pick up milk on the way home? Add these types of things to your list.

BLANK

This column is left blank on purpose. Many of use have other obligations to keep track of as well. Maybe you have an after school club or team you manage. Maybe you have obligations at your church. Maybe you want to make this column your shopping list. Fill it in any way you want for your own personal needs.

EAT UP

Use this column to track what you eat during the day or to make a menu plan for your day. Tracking what you eat helps with your own personal nutrition and weight loss goals as well as keeping your budget on track.

TO READ

This column is for you to track what you would like to read today. This can be anything from books you are studying for a class to Bible reading to a favorite novel. It is important to take time to learn, study and relax in a good book.

TIME TO MOVE

I know, you are a teacher and you just want to sit down when you get home. That's okay, but you should still have some kind of exercise plan. Use this section to record steps walked, distance traveled, your goal for running or biking, anything you would like.

HYDRATION

Drink at least 8 glasses of water a day. As you drink each glass of water color in the empty glasses on your sheet. Remember, if you drink a coffee or soda during the day you need to add an additional glass of water for each non-water drink you consume.

THOUGHT FOR TODAY

What thought do you want to think about today? This could be a favorite quote, a Bible verse, anything that will be inspiring for your day.