School Leader's Weekly Planner

Courtesy of Road to Awesome
&
The Principal Academy

School Leader's Weekly Planner Quick Start Guide

The School Leader's Weekly Planning Template Quick-Start Guide is designed to help school leaders harness the power of intentional planning, clarity, and reflection. This guide provides a step-by-step approach to make the most of your weekly planning template, empowering you to focus on high-impact priorities, delegate effectively, and maintain balance in your leadership journey. By following this guide, you'll develop habits that support purposeful, proactive leadership, reducing stress and enhancing your ability to lead with vision and resilience.

Step-by-Step Guide to Using the Template:

Step 1: Set Aside Weekly Planning Time
- *When: Choose a specific time each week (e.g., Friday afternoons or Sunday evenings) to dedicate to planning for the upcoming week. Ideally, spend 15-20 minutes on this.*
- *Tip: Treat this planning time as non-negotiable. Think of it as an investment that helps you stay aligned and focused throughout the week.*

Step 2: Define Your Weekly Focus and Top Goals
- *Weekly Focus: Use the "Weekly Focus" section to identify your primary area of focus for the week (e.g., instructional leadership, staff support).*
- *Top Three Weekly Goals: List three high-priority goals that align with this focus. Ensure these goals support both school-wide objectives and your personal leadership growth.*
- *Example: "This week's focus: Strengthening teacher support systems."*

Step 3: Set Up Daily Priorities and Time Blocks
- *Daily Blocks: Each day, fill in the top three priorities that align with your weekly goals. Use the "To-Do List" for routine or lower-priority tasks.*
- *Delegation: Write down any tasks that can be delegated to other staff members. Include who will take on each task.*
- *Focus Time Block: Schedule a dedicated block each day for high-impact work. During this time, limit interruptions and focus on one major task or project.*
- *Tip: Color-code or highlight Focus Time Blocks in your calendar to visually reinforce them as protected time.*

Step 4: End-of-Day Reflection
- *Daily Reflection: At the end of each day, take a few minutes to jot down what went well and any adjustments needed. This reflection process helps you adapt in real-time.*
- *Tip: Keep these reflections brief but meaningful; focus on lessons learned or small successes to reinforce positive momentum.*

Step 5: End-of-Week Reflection and Preparation for Next Week
- *Wins and Highlights: Celebrate key wins and progress toward your weekly goals.*
- *Challenges and Solutions: Reflect on any obstacles and brainstorm possible solutions for next week.*
- *Next Week's Focus: Write down a preliminary focus for the upcoming week based on the insights from your reflection.*

Pro Tips for Getting the Most Out of Your Template
- *Tip 1: Keep Your Template Accessible*
  - *Store your template in a visible location on your desk or as a bookmarked digital document so you can refer to it throughout the day.*
- *Tip 2: Block a Midweek Check-In*
  - *Schedule 5-10 minutes midweek to review your progress. Adjust priorities if needed to stay on track with your weekly goals.*
- *Tip 3: Use the Notes and Ideas Section for Future Planning*
  - *Capture additional ideas, reminders, or follow-up tasks here to avoid distractions. This section can serve as a "brain dump" to prevent clutter in your main focus areas.*

Common Pitfalls and How to Avoid Them
- *Pitfall 1: Overloading Your Priorities*
  - *Solution: Limit daily priorities to three key tasks. If you find you're consistently adding more, re-evaluate your weekly goals for alignment.*
- *Pitfall 2: Not Honoring Focus Time Blocks*
  - *Solution: Treat your Focus Time Blocks as if they're meetings with a valued colleague—only urgent issues should interrupt.*
- *Pitfall 3: Skipping Reflection*
  - *Solution: Remember that reflection is part of the process. Acknowledge any skipped reflections and aim to complete them the following day.*

Building the Habit
- *Reminder: Consistency is key. It might take a couple of weeks to get comfortable using the template, but over time, it will become second nature.*
- *Encouragement: Every minute spent planning and reflecting will pay off in clarity, focus, and a greater sense of control in your leadership journey.*

School Leader's Weekly Planner
EXAMPLE

WEEKLY FOCUS POINTS

- ○ Classroom Observations
- ○ PD Planning
- ○ Assembly schedule

WEEKLY GOALS

- ○ 7 classroom walkthroughs
- ○ Update budget spreadsheet
- ○ Meet with each grade PLC

MONDAY

Priorities
- ○ Teacher evaluation schedule
- ○ Attend third grade presentations
- ○ Review recent MAP data with instructional coaches
- ○ Office meeting

Delegated
- ○ Parent email about assembly - to secretary
- ○ Student incident from playground - to counselor
- ○ T-shirt order for assembly - to secretary
- ○

To Do
- ○ Reminder email on grade entry
- ○ Check with HR on job postings
- ○ Meeting with assistant superintendent
- ○ Check in with custodial staff on supplies

Focused Time Blocks
- ○ 8:00 - 8:15 check in with secretary
- ○ 10:00 - 10:25 - two walkthroughs (east wing of building
- ○ 1:00 - 1:15 check in with secretary
- ○ 3:15 - 3:30 email responses

Daily Reflection
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TUESDAY

Priorities
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- ○ _____
- ○ _____
- ○ _____

Delegated
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- ○ _____
- ○ _____
- ○ _____

To Do
- ○ _____
- ○ _____
- ○ _____
- ○ _____

Focused Time Blocks
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- ○ _____
- ○ _____
- ○ _____

Daily Reflection
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WEEKLY FOCUS POINTS

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- ○ _____
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- ○ _____

WEEKLY GOALS

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- ○ _____
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- ○ _____

MONDAY

Priorities
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- ○ _____

To Do
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Delegated
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Focused Time Blocks
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Daily Reflection
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TUESDAY

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Delegated
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Focused Time Blocks
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Daily Reflection
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WEDNESDAY

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Delegated

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To Do

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Focused Time Blocks

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Daily Reflection

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THURSDAY

Priorities

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Delegated

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To Do

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Focused Time Blocks

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Daily Reflection

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FRIDAY

Priorities

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Delegated

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To Do

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- ○ _____
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Focused Time Blocks

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Daily Reflection

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End of Week Reflection

Wins and Highlights

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Challenges and Solutions

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Areas for Improvement

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Next Week & Notes

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