Weekly Planning Checklist

Daily, Weekly & Monthly · PreK–12

A weekly routine to review data, plan differentiated lessons, prepare materials, update calendars, and wrap up the week.

Review & Reflect

- [ ] Review last week's assessment data and anecdotal notes.
- [ ] Identify students who need reteaching, extension, or extra support.
- [ ] Note which lessons and routines worked and which need adjusting.
- [ ] Check progress toward unit goals and pacing.

Lesson Planning

- [ ] Write a clear learning objective for each lesson.
- [ ] Align lessons to standards and the unit plan.
- [ ] Plan a check for understanding for each lesson.
- [ ] Build in accommodations and adaptations required by student plans.
- [ ] Schedule small groups and intervention times.
- [ ] Prepare early-finisher and extension activities.

Materials & Resources

- [ ] Prepare copies, manipulatives, and digital materials.
- [ ] Reserve shared spaces, devices, or equipment.
- [ ] Organize materials by day in labeled bins or folders.
- [ ] Post the week's assignments on your learning platform.

Calendar & Communication

- [ ] Update the class calendar with assessments, events, and deadlines.
- [ ] Check upcoming meetings, duties, and professional learning.
- [ ] Send a weekly update to families.
- [ ] Coordinate plans with co-teachers, specialists, and support staff.
- [ ] Update emergency substitute plans.

Wrap-Up

- [ ] Grade and return outstanding student work.
- [ ] Enter grades and update records.
- [ ] Tidy and reset the classroom for the new week.

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- [ ] Set your top priorities for the coming week.
- [ ] Block time on your calendar for planning and rest.

Notes