

An undated month calendar, the deadlines and meetings list it is copied from, a weekly plan, a daily plan two to a page, and a to-do sheet by category. Print a month at a time; it never expires.

PLANNER

## How to Use These Five Pages

Ninety seconds. Which page fits which habit, the marks the calendar uses, and the Sunday habit that turns a list of dates into a week that holds no surprise.

### Which page fits which habit

| THE HABIT                                                                                      | USE                         | PAGE |
|------------------------------------------------------------------------------------------------|-----------------------------|------|
| The first of the month; meetings, due dates, testing days and non-school days, one square each | Monthly Calendar            | 4    |
| Everything with a date this month, in date order, where it is, and a tick when it is done      | Deadlines and Meetings List | 5    |
| Sunday, twenty minutes; this week's row capped off the list, must-do and waiting on            | Weekly Plan                 | 6    |
| The afternoon before: schedule blocks with students, three priorities, calls, data to take     | Daily Plan                  | 7    |
| Anything with no day; the folder to make, the email to send, the parts to ask                  | To-Do by Category           | 8    |

- Write the month first**, on the first of the month: the name at the top of the calendar (page 4), the date in each corner, and every date you know onto the list (page 5) in date order. A date lives on the list and is copied, so when it moves, it moves once.
- Sunday, twenty minutes**: tick what got done, copy this week's rows onto the weekly plan (page 6) meetings first, then fill must-do and waiting on. Anything with no day goes on the to-do page (page 8); pick three of these for the week.
- The afternoon before**, the week becomes the day: the daily plan (page 7) gets the schedule blocks with the students in and yours, the priorities, the calls, and the data to take. Nothing here is a rule; the dates and the order are your district's and yours.

### The marks on the calendar (page 4) and the list (page 5)

**JR AR 315** : a meeting; initials, the meeting, time, in the day box  
**NR PR** : a due date; initials and the thing, nothing more; the list has the rest

**o** : done, on the list page  
**o** : done, on the to-do page  
**o** : the week open; only open rows remain and must meet a date that moved it away on the

### The habit, and how the pages feed each other

The month feeds the week, the week feeds the day. The list (page 5) is written once a month and added to the day anything is booked; the calendar (page 4) is the picture of it. Sunday; list to week (page 6). The afternoon before: week to day (page 7). Friday; the list, cross off the to-do page (page 8), and meet

## BRIGHT PATH SPEED



## MONTH Monthly Deadlines and Meetings List

Everything with a date this month, in date order: what is due, whose it is, and a tick. Sunday copies this week's rows onto the weekly plan (page 6).

WRITTEN OUT ON (DATE)

[illegible]

**In date order, and nothing else**

Write the rows on the first of the month from the dates you have, in date order, and add to the bottom as things get booked. Sunday copies this week's rows onto the weekly plan (page 6); a meeting row also puts its time on the daily plan (page 7). A date that moves is crossed out here and rewritten, so this list is always right.

Monday to Friday across, morning, midday and afternoon down. Students, groups, meetings and calls in the blocks; the must-do list and the waiting-on list underneath.

WEEK OF (WRITE THE DATES)

CASE MANAGER

THE ONE THING THIS WEEK

| BLOCK     | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----------|--------|---------|-----------|----------|--------|
| Date      |        |         |           |          |        |
| Morning   |        |         |           |          |        |
| Midday    |        |         |           |          |        |
| Afternoon |        |         |           |          |        |

**Must do this week (from the list on page 5, meetings first)**

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**Waiting on (who, what, since when)**

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