## **TEACHER WORKSHEET 2.2**

## A Teacher's Daily To-Do List

Here are some of the tasks that many teachers have to manage successfully each day. Use this list to plan how to manage your daily responsibilities.

Date: \_\_\_\_\_

Phone calls concerning students:

| Student | Parent or<br>Guardian | Phone<br>Number | Reason |
|---------|-----------------------|-----------------|--------|
|         |                       |                 |        |
|         |                       |                 |        |
|         |                       |                 |        |
|         |                       |                 |        |

Other phone calls or contacts:

## Conferences:

| Student | What | When | Where | Outcome |
|---------|------|------|-------|---------|
|         |      |      |       |         |
|         |      |      |       |         |
|         |      |      |       |         |
|         |      |      |       |         |
|         |      |      |       |         |

Other meetings:

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(continued from previous page) After-school or extra duty responsibilities:

Items to duplicate:

Lesson plans or projects to complete:

Notes, reminders, and errands: