
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 Guardian | Phone Number | Reason |
|----------------|---------------------------|---------------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

Other phone calls or contacts:

Conferences:

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

Other meetings:

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After-school or extra duty responsibilities:

Items to duplicate:

Lesson plans or projects to complete:

Notes, reminders, and errands:
