
TEACHER WORKSHEET 2.3

Checklist of a Teacher's Weekly Reminders

Although not every teacher's weekly reminder list will be the same, there are some tasks that almost every teacher should consider doing on a weekly basis. Use this checklist to assess how well you are doing each week. The more items you can check off, the more productive you will be.

1. _____ Plan active, fun-filled learning experiences for your students.
2. _____ Look ahead and design lesson plans as far in advance as you can.
3. _____ Find relevant online materials to include in lessons.
4. _____ Plan how you will provide remedial instruction.
5. _____ Plan how you will enrich instruction.
6. _____ Use formative assessments to check your students' progress at least twice.
7. _____ Run off materials for upcoming lessons.
8. _____ Return graded papers so that students have timely feedback.
9. _____ Record all grades for the week.
10. _____ Send home progress reports.
11. _____ Send a positive note home with at least five students.
12. _____ Hold a recap session so that students can review the week's learning.
13. _____ Celebrate student successes.
14. _____ Tidy the classroom and ready it for the next week's activities.
15. _____ Update your class web page.
16. _____ File handouts and other materials that are no longer needed.
17. _____ Reflect on your effectiveness as a teacher.
18. _____ Collect data on a classroom issue and decide how to use this information effectively.
19. _____ Teach or reinforce at least one study skill.
20. _____ Make sure your classroom policies are as transparent as possible.