Teacher Weekly Lesson Plan & Gradebook Matrix

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BRAIN DUMP

Urgent + important

Important

Quick wins

Later / never

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7:00	
8:00	
9:00	
10:00	
11:00	
12:00	
1:00	
2:00	
3:00	
4:00	
5:00	
6:00	

- [ ] Tidy desk
- [ ] Plan tomorrow
- [ ] Email triage
- [ ] Snack + water
- [ ] Admin 15 min
- [ ] One hard thing
- [ ] Top 3 today
- [ ] Celebrate
- [ ] Reply to texts
- [ ] Movement