

# Teacher Weekly Lesson Plan & Gradebook Matrix

VOL. 7 • APRICOT & MEADOW

## Brain dump

### Urgent + important

### Important

### Quick wins

### Later / never

# Teacher Weekly Lesson Plan & Gradebook Matrix

VOL. 7 • APRICOT & MEADOW

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

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