

Teacher's Daily Planner

Date: _____

TEACHING TASKS

- Prepare lesson slides for Grade 3 phonics review Teaching
- Grade spelling test papers from _____ Admin
- Set up science experiment stations for afternoon lab Teaching
- Call Mrs. Davis regarding student pick-up arrangement Comm
- Print and distribute math practice worksheets Admin
- Lead reading circle with Group B (story comprehension) Teaching
- Organize classroom library and label new books Admin
- Email principal about field trip permission forms Comm
- Review student portfolios for parent conferences Teaching
- Update classroom bulletin board with spring theme Admin

CLASS ACTIVITIES

- Morning circle - Share weekend stories
8:00 - 8:20 AM
- Art & Craft - Mother's Day card making
10:30 - 11:15 AM
- Show & Tell - Science project presentations
2:00 - 2:45 PM

STUDENT SPOTLIGHT

- ★ **Lily Chen** - Excellent reading progress
- ★ **Sam Parker** - Helpful to classmates
- ★ **Mia Torres** - Creative writing award

NOTES
