

The Weekly Worksheet & Weekly Routine (60 minutes)

Pre-Work

- Read Chapter 6 - *A Week's Worth of Readiness* – on the Weekly Worksheet: Pages 120-130
- Read Chapter 7 – *Automate* – on Weekly Routines: Pages 144-152
- Bring laptops, gadgets, etc. fully charged
- Bring your greatest challenge in getting ready for a week of teaching

Agenda

Objectives	<ul style="list-style-type: none"> • Maximize a week and a day by plotting your time and to-dos in advance • Prepare systematically for a week and a day by creating a Weekly Round-Up agenda 		
Topic	Time	Suggested Reflection Questions & Exercises	Notes & Next Steps
Greetings	5 min	<ul style="list-style-type: none"> • What was the best part of your week? 	
Discuss pre-reading: 120-136	10 min	<ul style="list-style-type: none"> • Which pieces of the sample templates do you know you want to incorporate in your own Weekly or Daily Worksheet? How do you imagine they will help you? 	
Discuss pre-reading: 144-152	10 min	<ul style="list-style-type: none"> • What feels most exciting about having a Weekly Round-Up meeting with yourself? Most overwhelming? • When and where do you imagine this meeting will be most productive? Use Table 7.1 on pg. 152 to help with organizing your brainstorm. 	
Practice Time	30 min	Book Club Members: <ul style="list-style-type: none"> • Select your Weekly Worksheet template or technology tool • Customize the template to suit your preferences • Insert your repeated appointments and commitments • <i>If time allows</i>: Insert your specific To-Dos for the upcoming week 	
Closing	5 min	<ul style="list-style-type: none"> • What is your biggest takeaway from today? 	

Additional Questions for Pre-Reading, During-Reading, Reflection or Discussion	
120-130	<p><i>Weekly Worksheet Samples -</i></p> <ul style="list-style-type: none"> • Are they totally paper, hybrid or electronic systems? • What is typed and what is handwritten? • What sections have the teachers created to customize the template for themselves? • What actions and appointments appear to be “baked-in” (meaning the same every single week)? • What level of detail do they use?
Reflection	<p><i>Weekly Worksheet Reflection -</i></p> <ul style="list-style-type: none"> • Are there nights or mornings that you could allocate to get the bigger work completed? • What is important to you personally each week? • What do you do each week at the same time?
144-152	<p><i>Weekly Routine Reflection –</i></p> <ul style="list-style-type: none"> • Why is it important to meet with yourself? • When will you meet with yourself? • Where will you meet with yourself? • What is your Weekly Worksheet agenda? • Do you need a reward or someone to hold you accountable for having this meeting? If so, what or who will it be?