


| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| :--- | :--- | :--- | :--- | :--- |
| Before |  |  |  |  |
| During |  |  |  |  |
| After |  |  |  |  |

These week-by-week calendar pages are designed to help you organise that long, never-ending to-do list.

It can be overwhelming to have a long list of jobs to do. The 'Before', 'During' and 'After' sections of this planner are designed to help you organise what you will do, when, throughout the school day.

> 'Before' the children arrive 'During' the school day
> 'After' the children leave

Planning when you will complete tasks can help you manage your time and meet deadlines, whilst keeping on top of everything you need to do.

> teacher

