

EPISODE 285

# Using The ILA Daily Planner & Fortnight Sprint Plan To Achieve Your Goals



INSTRUCTIONAL  
LEADERSHIP SHOW



# Essential Question



How can I make the best use of the  
ILA Daily Planner and Fortnight  
Sprint Plan to accomplish  
what I need to?

# Monthly Planners



The screenshot shows a website interface for "THE PRINCIPAL CENTER". At the top right, there are links for "All Programs" and "Customer Service". The main header features a red circular graphic with the text "INSTRUCTIONAL LEADERSHIP ASSOCIATION RESOURCES". Below this, the page title is "Instructional Leadership Association Daily Planner". The content area displays three monthly planner options for 2025: January, February, and March. Each option includes a thumbnail image of the planner cover, the title "Instructional Leadership Association Planner", the month and year, and a "Download PDF" button.

[Dashboard.PrincipalCenter.com/resources](https://Dashboard.PrincipalCenter.com/resources)



# Monthly Planner Workflow

- Print & bind
- Plan weekly
- Use daily
- Digitize as needed
- Archive in Chronological File







# Agenda Section



AGENDA	
_____	:00
_____	:15
_____	:30
_____	:45
_____	:00
_____	:15
_____	:30
_____	:45
_____	:00
_____	:15
_____	:30
_____	:45
_____	:00
_____	:15
_____	:30
_____	:45
_____	:00
_____	:15
_____	:30
_____	:45
_____	:00
_____	:15

- Arrival & departure time
- Meetings & duties
- Classroom walkthroughs
- Schedule key tasks

# Daily Notes & Key Conversations



DAILY NOTES JANUARY 7TH

KEY CONVERSATIONS

<input type="checkbox"/> Talked <input type="checkbox"/> Emailed	<input type="checkbox"/> Talked <input type="checkbox"/> Emailed	<input type="checkbox"/> Talked <input type="checkbox"/> Emailed
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- For any type of note
- “Running record” of day
- Walkthrough notes
- “Bullet Journal” compatible
- Add stickies as needed

# Key Conversations Section

- Calls to return
- Feedback conversations
- Issues to follow up on
- Next steps for projects

DAILY NOTES JULY 23RD

KEY CONVERSATIONS

<input type="checkbox"/> Talked <input type="checkbox"/> Emailed	<input type="checkbox"/> Talked <input type="checkbox"/> Emailed	<input type="checkbox"/> Talked <input type="checkbox"/> Emailed
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# Fortnight Sprint Plan

- Repeat weekly, e.g. every Sunday
- Look ahead *two* weeks
- Estimate “size” of major tasks/projects
- Allocate time realistically each day



# Binding Options

- Hole punch + 3-ring binder
- Folder + binder clips
- Spiral or comb binding
- Loose with binder clip
- Add bookmarks/flags



# Transcribe Your Notes



ChatGPT

Transcribe Text in Photo

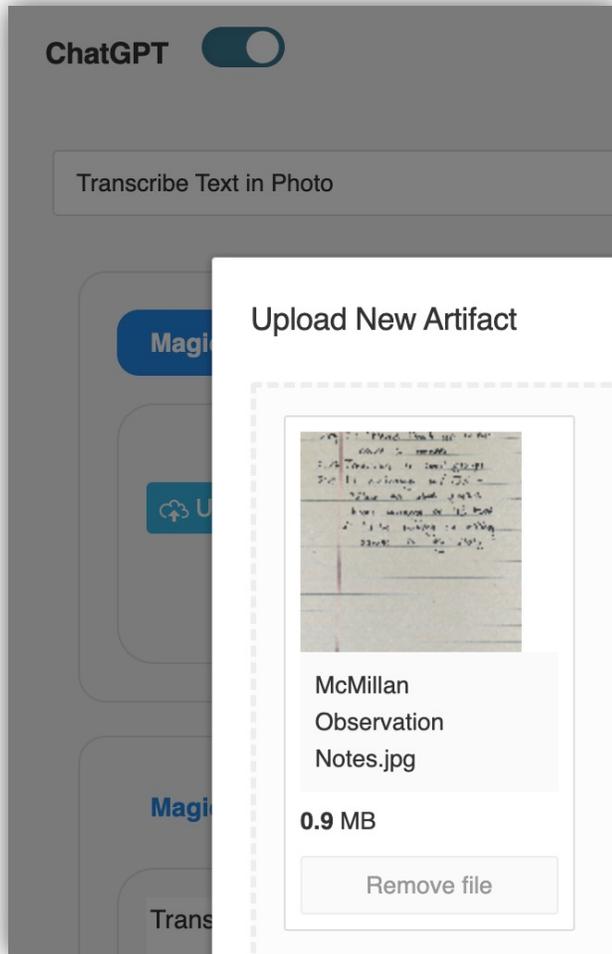
Magic Text ✕

Magic Text ✕

Transcribe text in photo 📄



# How To Transcribe Notes



- Take a photo with your phone
- In Repertoire, create a new note & select ChatGPT
- Use the “Transcribe Text in Photo” prompt
- Save note or copy & paste

# Get Started with Repertoire



REPERTOIRE<sup>ai</sup>

[PrincipalCenter.com/Demo](https://PrincipalCenter.com/Demo)

