

THE PRINCIPAL CENTER

DAILY PLANNER

WITH FORTNIGHT SPRINT PLAN

Undated Edition — print as many as you need

FORTNIGHT SPRINT PLAN

WEEK ONE · WEEK OF _____

TASKS & PROJECTS brainstorm out of order · indent sub-tasks	MON _____	TUE _____	WED _____	THU _____	FRI _____	SAT _____	SUN _____
DAILY POINTS TOTAL							

Estimate **points** of work per task, per day · a full day is about 10 points · over 10? Rearrange. · Big tasks can span days — chip away.

DATE _____

DAILY GRATITUDE

DAILY SCORECARD

AGENDA

7

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:15

:30

:45

8

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Plan tomorrow's Agenda & Daily Scorecard
Leave at _____

DAILY NOTES _____

CLASSROOM VISITS

[illegible]This image shows a full page of dot grid paper. The background is white, and it is covered with a regular pattern of small, light gray dots. The dots are arranged in straight horizontal and vertical rows, creating a grid-like appearance. There are no margins, text, or other markings on the page.

KEY CONVERSATIONS

☐ Talked ☐ Emailed

☐ Talked ☐ Emailed

☐ Talked
☐ Emailed

HOW TO USE THIS PLANNER

1 · PLAN THE SPRINT (WEEKLY)

- **Brainstorm tasks and projects** in the left-hand column — out of order is fine. List them as they occur to you, especially while reviewing your calendar.
- **Indent sub-tasks** under bigger projects as needed.
- **Anchor day-specific work** — some tasks can only happen on certain days (a weekend errand, a scheduled meeting).
- **Look for dependencies** — things that must happen in a certain order. 1:1 meetings before write-ups, for example.
- **Allocate points per day.** Estimate how many points of work each task needs on each day. A full day is about 10 points — if a day totals more, rearrange.
- **Chip away at big tasks** day after day. That's why two weeks share one spread: you can see a project stretch across both.

2 · MAKE A NEW PLAN EVERY WEEK

- Don't use this every *other* week. **Make an entirely new Fortnight Sprint plan every week** — carry over what needs to carry over.
- The goal isn't to plan every two weeks. It's to **think two weeks ahead, every week.**

3 · RUN THE DAY ON THE DAILY PAGES

- **Daily Scorecard** — pull today's tasks from your sprint plan. Check them off as you go.
- **Agenda** — block your day in 15-minute rows, including classroom visits.
- **Classroom Visits** — jot observation notes while they're fresh. Start each note with the teacher's name.
- **Key Conversations** — the people you need to talk to today. Check Talked or Emailed.
- **Daily Gratitude** — two minutes, every morning. It changes how the day goes.

4 · ASSEMBLE YOUR PLANNER

- **Print single-sided**, so the two Fortnight pages face each other as one two-week spread.
- Print as many daily spreads as you need — they're undated on purpose.
- Place the Fortnight spread in the middle of the weekend's pages, so Saturday's planning session opens right to it.

Want this planner pre-filled with your real day? ILA members print each day's pages personalized — tasks on the Scorecard, calendar on the Agenda, walkthrough schedule at the top — then photograph the marked-up page and the handwriting flows back into their tools automatically. Learn more at principalcenter.com/planner.