THE PRINCIPAL CENTER

# DAILY PLANNER

## WITH FORTNIGHT SPRINT PLAN

Undated Edition — print as many as you need

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# FORTNIGHT SPRINT PLAN

WEEK ONE · WEEK OF _____

| TASKS & PROJECTS<br>brainstorm out of order · indent sub-tasks | MON | TUE | WED | THU | FRI | SAT | SUN |
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| 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.

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# FORTNIGHT SPRINT PLAN

WEEK TWO · WEEK OF _____

| MON | TUE | WED | THU | FRI | SAT | SUN | CARRY FORWARD / NOTES<br>what moves to the next sprint |
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| | | | | | | | 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.

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# DATE _____

## DAILY GRATITUDE

## DAILY SCORECARD

## AGENDA

7 :00 :15 :30 :45
8 :00 :15 :30 :45
9 :00 :15 :30 :45
10 :00 :15 :30 :45
11 :00 :15 :30 :45
12 :00 :15 :30 :45
1 :00 :15 :30 :45
2 :00 :15 :30 :45
3 :00 :15 :30 :45
4 :00 :15 :30 :45
5 :00 :15 :30 :45

Plan tomorrow's Agenda & Daily Scorecard

Leave at _____

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# DAILY NOTES _____

## CLASSROOM VISITS

## KEY CONVERSATIONS

| | | |
|---|---|---|
| ☐ Talked ☐ Emailed | ☐ Talked ☐ Emailed | ☐ Talked ☐ Emailed |

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# 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**.

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