Teacher time log — one week

Log what you do outside lessons in hours, to the nearest quarter. Categories: 1 planning, 2 marking, 3 admin, 4 communication, 5 other.

Day	1. Planning	2. Marking	3. Admin	4. Communication	5. Other	Of which at home	Total
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total							

This week's five biggest tasks, with their hours

I will cut or shrink:

I will batch into a fixed slot:

I will hand off or reuse:

I will log another week on:

From the String blog — string.education. Print it, copy it and share it as you like.