

Educator Daily Planner Page

Today's Date:

#	RELATIONSHIPS	√	Activities that prioritize the people and organizations in my life	To Do . . . Notes . . . Journal
	Spiritual or Recreational			
	Self			
	Mate / Significant Other			
	Children			
	Parents			
	Other Family			
	Friends or Church Family			
	Students or Colleagues			
#	URGENT GOALS		Activities that I need to do today	
	Circle one: Attend / Schedule			
	Email / Call			
	Photocopy			
	Grade			
	Circle one: Start / Finish / Do			
	Circle one: Plan / Prepare			
	Circle one: Clean / Organize			
	Circle one: Purchase / Order			
#	PROACTIVE GOALS		Activities that are proactive, preventative, maintenance-related, etc.	
	Exercise			
	Circle one: Start / Finish / Do			
	Circle one: Schedule / Attend			
	Circle one: Plan / Prepare			
	Circle one: Purchase / Order			
	Circle one: Create / Make			
	Circle one: Request / Borrow			
	Circle one: Lend / Retrieve			
	Circle one: Clean / Organize			
	Circle one: Read / Research			