

# FINDING THE TIME TO PLAN

Use a combination of the three ways to find time to plan.

<b>FACE TO FACE</b> <b>1-2 TIMES PER MONTH</b>	<b>ELECTRONIC</b> <b>WEEKLY</b>	<b>ON THE SPOT</b> <b>5-10 MINUTES AS NEEDED</b>
<ul style="list-style-type: none"> <li>● Common planning time</li> <li>● IIB: morning/afternoon PD</li> <li>● After school with PGPs</li> <li>● Sub coverage</li> <li>● Internal coverage</li> <li>● Extra duty</li> <li>● School Committee</li> <li>● Lunch time</li> <li>● Breaks/Built-In Snow Days</li> <li>● During independent rotations</li> <li>● Breakfast :)</li> <li>● Summer</li> <li>● Built -in early dismissals</li> <li>● During Activity Period</li> </ul>	<ul style="list-style-type: none"> <li>● Shared Google Calendar</li> <li>● Shared Canvas</li> <li>● Calendar</li> <li>● Shared Google Doc/Folders</li> <li>● <a href="#">Planboard App</a></li> <li>● <a href="#">Planbook.com</a> (\$12/yr)</li> <li>● <a href="#">Planbookedu.com</a> (limited free version)</li> <li>● Text messages</li> <li>● Summer meeting at Starbucks</li> <li>● Google Hangout</li> <li>● Shared Pinterest Boards</li> <li>● <a href="#">Commoncurriculum.com</a></li> <li>● FaceTime</li> </ul>	<ul style="list-style-type: none"> <li>● Between classes</li> <li>● During the warm-up activity</li> <li>● During an instructional video</li> <li>● During independent work time</li> <li>● During AR reading time</li> <li>● During Discovery/Homeroom</li> <li>● Walking in the hallway or in the copy room</li> <li>● Hallway duty</li> <li>● During shared lunch</li> <li>● During IIB meetings or before/after</li> </ul>

Sticky notes

