

Digital planning

editable templates

Hey there!

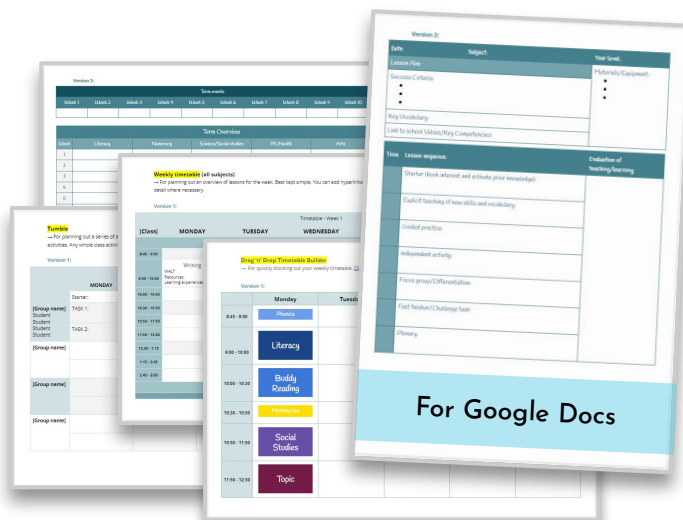
Ready to smash out your planning?

Snatch up the printable version below or head here to grab the editable Google Docs version:

Send me the digital version!

Now, get out there and nail your next lesson!

- Kath



Be a **purposeful** teacher who is **in control**, feels **inspired** and knows they've **done enough** ♥

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why use a digital planner?

Spending hours poring over your planning documents, envious of the teacher next door with the perfect planner? Or are you reluctantly being weaned away from your beloved paper planner with the shift towards online learning?

There's nothing quite like having a hard copy of your planning in front of you so you can see your plan for the day at a glance and trust that it won't disappear on you in an internet outage or Windows update.

But here's the thing. Plans change. Plans change ALL THE TIME. Can you think of a single day at school when your students acted exactly how you anticipated and you delivered every single question prompt on cue, down to the minute? Not to mention the mother of all interruptions: Fire drill practice (I once had three in one week...phew!).

The huge advantage with digital planning documents is that you can reshuffle your lessons with a quick DRAG & DROP. Say goodbye to scribbles, arrows and unnecessary time spent re-writing out Learning Intentions and resources. Better yet, your future self will thank you when the next school year rolls around and voilà you already have your lesson plans ready to COPY PASTE (and ADAPT).

Furthermore, from a digital document, you can easily link to other planning documents, presentation slides and even differentiated learning resources and Individual Education Plans. If you need to write lesson reflections to meet your teaching standards, you can link directly from your lesson to your reflection document - easy peasy!

Get the digital version

let's get started!

If you haven't already, [head here](#) to get the digital planning templates sent to your inbox. To create an editable version of the Google Doc, head up to 'File' → 'Make a Copy' and then save the following templates to your Drive.

Please note that you will need to adjust your page margins (Page Setup) to 1cm each side if you would like to just copy individual templates over to a doc.

what's inside?

In this pack of digital planning templates, I've included 'light' and 'dark' versions with **Open Sans** and **Handlee** fonts, respectively, so you can choose the one which best matches your aesthetic.

The planning templates you'll find are:

- Stand-alone lesson plan
- Weekly plan (one subject)
- Tumble
- Weekly timetable (all subjects)
- Unit plan
- Term overview
- BONUS: Drag 'n' drop timetable builder!

Feel free to adapt away to make these work for you - that's the beauty of this digital planning world! If you have any questions, you can reach out to me at kath@attheminute.com Enjoy!

- Kath

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PDF *copy* →

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Stand-alone lesson

→ For planning a step-through of a single lesson. Ideal if you're just starting out and need a clear structure to follow or need to manage your teaching time effectively (you can record how long you'll aim to spend on each activity in the 'Time' column). Use the 'Evaluation of teaching/learning' column to jot down some observations and reflections on how your lesson went - What did your students respond well to? What learning gaps did you pick up on? How could you improve on your planning or delivery of the lesson?

Date:	Subject:	Year level:
Lesson Aim:	Materials/Equipment: <ul style="list-style-type: none">•••	
Success Criteria: <ul style="list-style-type: none">••••		
Key Vocabulary:		
Link to Values/Key Competencies:		

Time	Lesson sequence:	Evaluation of teaching/learning:
	Starter (hook interest and activate prior knowledge):	
	Explicit teaching of new skills and vocabulary:	
	Guided practice:	
	Independent activity:	
	Focus group/Differentiation:	
	Fast finisher/Challenge task:	
	Plenary:	

Date:	Subject:	Year level:
Lesson Aim:		Materials/Equipment: <ul style="list-style-type: none"> • • •
Success Criteria: <ul style="list-style-type: none"> • • • • 		
Key Vocabulary:		
Link to Values/Key Competencies:		

Time	Lesson sequence:	Evaluation of teaching/learning:
	Starter (hook interest and activate prior knowledge):	
	Explicit teaching of new skills and vocabulary:	
	Guided practice:	
	Independent activity:	
	Focus group/Differentiation:	
	Fast finisher/Challenge task:	
	Plenary:	

Weekly plan (one subject)

→ For planning a sequence of lessons for one subject. The lessons might be focused around developing a specific skill or be themed around a particular topic or context. Use the 'Evaluation of teaching/learning' column to jot down some observations and reflections on how your lessons went - What went well? How could you improve? What knowledge or skills might you need to revisit next lesson?

Subject:		Week:
Topic/context:		
Day:	Lesson sequence:	Evaluation of teaching/learning:
Mon		
Tue		
Wed		
Thu		
Fri		

Subject:

Week:

Topic/context:

Day: Lesson sequence:

Evaluation of
teaching/learning:

Mon

Tue

Wed

Thu

Fri

tumble

→ For planning out a series of activities for groups of students. Can be for ability group work or a whole class rotation through a series of activities. Any whole class activity can be recorded in the 'Starter' section up the top.

Subject:					
Group:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Starter:	Starter:	Starter:	Starter:	Starter:
	TASK 1:				
	TASK 2:				
Group:		TASK 1:			
		TASK 2:			
Group:			TASK 1:		
			TASK 2:		
Group:				TASK 1:	
				TASK 2:	

Subject:					
Group:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Starter:	Starter:	Starter:	Starter:	Starter:
	TASK 1:				
	TASK 2:				
Group:		TASK 1:			
		TASK 2:			
Group:			TASK 1:		
			TASK 2:		
Group:				TASK 1:	
				TASK 2:	

Weekly timetable (all subjects)

→ For planning out an overview of lessons for the week. Best kept simple. You can add hyperlinks to additional planning documents which go into more detail where necessary.

Timetable - Week:					
Class:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45 - 9:00	Roll/Admin				
9:00 - 10:00					
10:00 - 10:30					
10:30 - 10:50	Break				
10:50 - 11:50					
11:50 - 12:30					
12:30 - 1:15	Lunch				
1:15 - 2:45					
2:45 - 3:00	Pack up				

Timetable – Week:					
Class:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45 – 9:00	Roll/Admin				
9:00 – 10:00					
10:00 – 10:30					
10:30 – 10:50	Break				
10:50 – 11:50					
11:50 – 12:30					
12:30 – 1:15	Lunch				
1:15 – 2:45					
2:45 – 3:00	Pack up				

Keen to use more te reo Māori? Start by using it in your weekly timetable!

Wātaka – Wiki:					
Rūma:	Rāhina (Monday)	Rātū (Tuesday)	Rāapa (Wednesday)	Rāpare (Thursday)	Rāmare (Friday)
8:45 – 9:00	Rārangi ingoa (Roll call)/Ngā pānui o te rā (Daily notices)				
9:00 – 10:00					
10:00 – 10:30					
10:30 – 10:50	Paramanawa (Morning tea)				
10:50 – 11:50					
11:50 – 12:30					
12:30 – 1:15	Tina (Lunch)				
1:15 – 2:45					
2:45 – 3:00	Wā whakapai (Tidy up time)				

Unit plan

→ For planning out a unit of work. Draw directly on your subject curriculum document to get your learning objectives and plot out how many lessons you will need to cover each one. Include links to key resources and any assessment tools to be used.

Long Term Unit Plan		
Strand/Topic:	Number of lessons:	Year level:
Curriculum Learning Objectives: <ul style="list-style-type: none">••••		Assessment:
Cross-curriculum links:	Differentiation: Support - Extension -	Resources:
Key topic vocabulary:		

Learning Objective:	Learning experiences:	Resources:

Long Term Unit Plan		
Strand/Topic:	Number of lessons:	Year level:
Curriculum Learning Objectives: <ul style="list-style-type: none">••••		Assessment:
Cross-curriculum links:	Differentiation: Support – Extension –	Resources:
Key topic vocabulary:		

Learning Objective:	Learning experiences:	Resources:

Term overview

→ For plotting out what you intend to cover each week in subjects. Perfect for making deliberate cross-curricular links and matching up activities with school, community and national events.

Term events									
Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10

	Term overview				
Week	Literacy	Numeracy	Science/Social studies	PE/Health	Arts
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Term events									
Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10

Term Overview					
Week	Literacy	Numeracy	Science/Social studies	PE/Health	Arts
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Drag 'n' drop timetable builder

For quickly blocking out your weekly timetable. [Click here for a demo!](#)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 - 9:00	Phonics				
9:00 - 10:00	Literacy				
10:00 - 10:30	Buddy Reading				
10:30 - 10:50	Morning tea				
10:50 - 11:50	Maths				
11:50 - 12:30	Science				

12:30 - 1:15	Lunch				
1:15 - 2:45	Social Studies				
2:45 - 3:00	Admin				

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 - 9:00					
9:00 - 10:00					
10:00 - 10:30					
10:30 - 10:50					
10:50 - 11:50					
11:50 - 12:30					
12:30 - 1:15					
1:15 - 2:45					
2:45 - 3:00					

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 9:00					
9:00 – 10:00					
10:00 – 10:30					
10:30 – 10:50					
10:50 – 11:50					
11:50 – 12:30					
12:30 – 1:15					
1:15 – 2:45					
2:45 – 3:00					

Timetable subjects:

Literacy	English	Writing	Handwriting	Reading	Buddy Reading
Library	Phonics	Spelling	Spelling test	Language	Digital Literacy
ICT	Coding	Maths	Maths (Strand)	Social Studies	Humanities
Religious Education	Inquiry	Project	Topic	Science	Technology
Specialist Subject	Design Technology	Drama	Art	Music	Singing Assembly
Assembly	Admin	Fitness	PE	Health	PSHE
Special Event	Break	Interval	Brain break	Morning tea	Lunch