

[illegible]

8

LESSONS

[illegible]

The week just gone

Five minutes on a Friday. It is the only page that makes next term easier than this one.

WHAT WENT WELL

STUDENTS I AM SLIGHTLY WORRIED ABOUT

WHAT I WOULD NOT DO AGAIN

SOMETHING WORTH REUSING

HOURS TAUGHT

This week

Cancelled

Unpaid so far

The error log

Student _____ . Five at a time. The same five will still be here in March — that is exactly why you write them down.

WHAT THEY SAY	WHAT IT SHOULD BE	WHY IT HAPPENS	GONE

If a line is still here after three months, it is not a mistake any more — it is a habit, and it needs a different lesson, not another correction.

That was four pages. There are thirty.

Keep these. Print them as often as you like. They are yours.

Weekly timetable

Your recurring slots, in pencil.

The week ahead

Lessons, prep, admin, and the one thing that must happen.

The week just gone

Five minutes on a Friday. It makes next term easier.

The error log

Five recurring mistakes per student. Still there in March.

The full planner — thirty pages, undated

- Plan the year: year at a glance x2, goals for the term, term overview
- Teach: lesson plan one-to-one, lesson plan group, what I used and with whom
- Students: student profile, progress log, homework record, the error log
- Money: attendance and payment, income by month and year, expenses, invoice
- The business side: enquiries, trials, cancellations, where students came from
- Thinking space: ideas and lesson bank, ruled notes, open notes

pawandpen.online/product/the-tutors-planner

or search PawandPenTreasures on Etsy

*Made by a working English teacher who got tired of planners designed by people
who have never had a student cancel at nine in the evening.*

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