

Monthly Calendar

Directions: Fill in the calendar with important dates and action steps. Review it weekly to stay on track. At the end of the month, review what you have accomplished and note any unfinished action steps or tasks to carry over to the next month.

Things to plan for include the following.

- Principal-coach meetings
- Learning walks
- Professional development
- Major events and deadlines
- Celebrations

Month:				
Phase:	Goal:	Action Steps:		
Monday	Tuesday	Wednesday	Thursday	Friday