

**Lesson/Unit Planning Checklist**

☐ **Come up with a system**

How will you record your lessons?

* Check out [this list](https://www.teachingchannel.org/blog/2014/02/06/lesson-planning-templates/) of ten lesson planning templates and resources.
* Think about [planning as a learning opportunity](https://www.teachingchannel.org/blog/2014/01/28/power-of-planning/) by considering the power of writing down your lessons.

☐ **Decide routines**

What daily and weekly routines will affect your plans?

* Read [Five Ways to Start Your Lessons](https://www.teachingchannel.org/blog/2016/10/25/five-ways-to-close-a-lesson/) and [Five Ways to Close a Lesson](https://www.teachingchannel.org/blog/2016/10/25/five-ways-to-close-a-lesson/) for examples of starting and closing routines.
* Think about what’s on the menu in your classroom as you read [How to Approach Your Teaching Like a Master Chef](https://www.cultofpedagogy.com/classroom-chef/) from Cult of Pedagogy.

☐ **Align to standards**

What standards do your lessons need to address?

* Watch how teachers [plan together](https://www.teachingchannel.org/video/hs-math-teacher-collaboration-modeling-sbac) around a particular standard. CTE teacher can plan together also with their math or science teachers.

☐ **Think about how to share plans with students**

How will students know what they’re expected to learn?

* Most high school teachers are expected to develop and post a course syllabus. This [post](https://www.cultofpedagogy.com/course-syllabus-how-to/) from Cult of Pedagogy will help you write a well-designed syllabus that gives students a clear understanding of your expectations. Bonus: There’s a link to a template inside!

☐ **Plan for the first few weeks**

How can you plan lessons to help create a positive class culture?

* See how one middle school teacher starts off her school year with [important routines](https://www.teachingchannel.org/video/prioritizing-classroom-management) built into her lessons.

☐ **Long-term planning**

How can you create a plan for the year?

* Unit plans.
* Curriculum mapping.

☐ **Share with families**

How can you share your plans?

* Check out these [four tips for communicating with families](https://www.teachingchannel.org/blog/2017/09/20/tch-tips-families/) throughout the year.
* Email can be both a blessing and a curse. Use the insight in [this post](https://www.teachingchannel.org/blog/2012/09/20/emailing-parents/) to help you confidently navigate all types of parent communication with finesse.

☐ **Enrich planning with colleagues**

How can you engage in collaborative planning?

* Collaboration doesn’t just have to happen at your school site. Watch how cross-school teams come together to support teacher inquiry.