

Day Planner

Are you struggling with any parts of your workday? This guide will help you problem-solve.

Daily Schedule	Is it Difficult? (Yes or No)	What usually happens that makes it difficult? (For example, do children run around? Do you feel you don't have enough help? Do kids not follow directions?)
<i>Arrival</i>	<i>No</i>	
<i>Group time</i>	<i>Yes</i>	<i>Children get squirmy and start touching each other. They feel far away from me.</i>

1. Do you see any patterns in your daily “trouble spots”?
 - a. Are they all transitions?
 - b. Are they all times when the other adults in your room are busy?
 - c. Are they all teacher-guided or child-guided times?
 - d. Are the problems all related to an individual child? (If yes, see the Guidance Course.)
 - e. Are there other reasons you see?

2. Choose your most difficult routine. Describe exactly what you want children to do during that routine (break it into steps):

3. Work with your coach or another teacher to decide how to teach the children these steps.