年　　組　一週間の予定

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **/　　（月）** | **/　　（火）** | **/　　（水）** | **/　　（木）** | **/　　（金）** |
| **行事**  **〆切** |  |  |  |  |  |
| **朝** |  |  |  |  |  |
| **１** |  |  |  |  |  |
|  |  |  |  |  |
| **２** |  |  |  |  |  |
|  |  |  |  |  |
| **中** |  |  |  |  |  |
| **３** |  |  |  |  |  |
|  |  |  |  |  |
| **４** |  |  |  |  |  |
|  |  |  |  |  |
| **昼** |  |  |  |  |  |
| **５** |  |  |  |  |  |
|  |  |  |  |  |
| **６** |  |  |  |  |  |
|  |  |  |  |  |
| **15：00**  **～** |  |  |  |  |  |
|  |  |  |  |  |
| **16：00**  **～** |  |  |  |  |  |
|  |  |  |  |  |
| **タスク** | **・今週の予定確認** | **・** | **・** | **・** | **・今週の振り返り** |
| **・** | **・** | **・** | **・** | **・** |
| **・** | **・** | **・** | **・** | **・** |
| **・** | **・** | **・** | **・** | **・** |

|  |
| --- |
| （今週の目標）　※授業・児童・校務のバランスを考えて、数値化する！ |
| 学級経営： |
| 生徒指導： |
| 学校事務： |

|  |  |  |
| --- | --- | --- |
| 日付・項目・〆切 | ＜今週のタスク・イベント・出来事など＞ | |
|  |  | |
|  |  | |
|  |  | |
|  |  |
|  |  |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |

|  |
| --- |
| （今週の振り返り） |
|  |
|  |
|  |

・…タスク　＊…優先　○…行事　●…生指　■…連続未消化タスク→細分化　~~・~~…取消　＞…先送り　-メモ