

# classroom checklist timeline

## Plan

- classroom rules
- sub packets
- awards & certificates
- Intro packet
- gradebook
- activities

## Shop

- basic supplies
- personal library
- display of student work
- flexible seating
- hygienic items
- holidays

## Decorate

- reading section
- math center
- furniture
- storage
- wall decoration
- front door

## Print

- classroom
- personal
- students
- school
- parents
- subs

## Last Minute

- preparation
- organization
- self-care
- note taking
- learning
- mental check



1 month

3 weeks

2 weeks

1 week

night before

file class list	<input type="checkbox"/>
fire drill rules	<input type="checkbox"/>
seating chart	<input type="checkbox"/>
class schedule	<input type="checkbox"/>
general plan	<input type="checkbox"/>
name & number of teachers	<input type="checkbox"/>
office procedures	<input type="checkbox"/>
classroom policies	<input type="checkbox"/>
online gradebook & template	<input type="checkbox"/>
classroom management tactics	<input type="checkbox"/>
teaching philosophy	<input type="checkbox"/>
organized binder	<input type="checkbox"/>
calendar planning	<input type="checkbox"/>
establish activity guidelines	<input type="checkbox"/>
content for 1st month	<input type="checkbox"/>

clipboards	<input type="checkbox"/>
decorative letters	<input type="checkbox"/>
books	<input type="checkbox"/>
newspaper & magazines	<input type="checkbox"/>
labelmaker	<input type="checkbox"/>
pens & pencils	<input type="checkbox"/>
plastic chair & desk	<input type="checkbox"/>
markers & highlighters	<input type="checkbox"/>
kleenex & wipes	<input type="checkbox"/>
hand sanitizers	<input type="checkbox"/>
laminator	<input type="checkbox"/>
calendar	<input type="checkbox"/>
colored & printer paper	<input type="checkbox"/>
stapler & ruler	<input type="checkbox"/>
bins	<input type="checkbox"/>

organize room sections	<input type="checkbox"/>
bring small ladder	<input type="checkbox"/>
couch	<input type="checkbox"/>
rugs	<input type="checkbox"/>
banners of colleges	<input type="checkbox"/>
inspiring posters	<input type="checkbox"/>
bookshelf	<input type="checkbox"/>
globe or map	<input type="checkbox"/>
beanbags & cushions	<input type="checkbox"/>
filing cabinet	<input type="checkbox"/>
storage boxes	<input type="checkbox"/>
educational posters	<input type="checkbox"/>
bulletin board	<input type="checkbox"/>
movable whiteboard	<input type="checkbox"/>
plants	<input type="checkbox"/>

worksheets	<input type="checkbox"/>
textbook scans	<input type="checkbox"/>
attendance sheets	<input type="checkbox"/>
rules & guidelines	<input type="checkbox"/>
homework	<input type="checkbox"/>
activity sheets	<input type="checkbox"/>
yearly curriculum	<input type="checkbox"/>
content for class wall	<input type="checkbox"/>
monthly calendar	<input type="checkbox"/>
daily reading sheet	<input type="checkbox"/>
name tags	<input type="checkbox"/>
labels	<input type="checkbox"/>
daily schedule	<input type="checkbox"/>
disciplinary procedure	<input type="checkbox"/>
conference dates	<input type="checkbox"/>

full night's rest	<input type="checkbox"/>
pack lunch	<input type="checkbox"/>
set alarm	<input type="checkbox"/>
look at student names	<input type="checkbox"/>
check emails	<input type="checkbox"/>
look over schedule	<input type="checkbox"/>
coffee	<input type="checkbox"/>
double check all items needed	<input type="checkbox"/>
post-it notes for important info.	<input type="checkbox"/>
wake up early	<input type="checkbox"/>
prepare outfit	<input type="checkbox"/>
put materials in the car	<input type="checkbox"/>
wear comfy shoes	<input type="checkbox"/>
look over school map	<input type="checkbox"/>
take note of emergency exits	<input type="checkbox"/>

# classroom checklist timeline

Plan

Shop

Decorate

Print

Last Minute

<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>	<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>	<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>	<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>	<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>
---	---	---	---	---



1 month

3 weeks

2 weeks

1 week

night before

<ul style="list-style-type: none"><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li></ul>	<ul style="list-style-type: none"><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li></ul>	<ul style="list-style-type: none"><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li></ul>	<ul style="list-style-type: none"><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li></ul>	<ul style="list-style-type: none"><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li><li>_____ <input type="checkbox"/></li></ul>
--	--	---	---	---