

# A practical planning checklist for educators



## **Name the exact goal.**

Choose one skill or understanding that students should show by the end of the lesson.



## **Choose evidence that matches the goal.**

If the goal is word reading, listen to the child read. If it is comprehension, ask for an explanation supported by the text.



## **Plan the four literacy modes purposefully.**

Decide when students will read, write, speak, or listen. Do not add all four just to make the lesson look complete.



## **Teach the independent routine.**

Model it, practice it, and check the work before expecting students to manage it while the teacher meets with a group.



## **Change the plan when the evidence changes.**

A group is a temporary teaching decision, not a permanent label. Move ahead, slow down, or regroup as students learn.