



FREE BUILD THE ENGINE RESOURCE

# The Principal Weekly Planner

Weekly focus, meetings, walkthroughs, reflection, and leadership priorities

## Purpose

Use this planner every Monday to choose the work that matters most and every Friday to reflect on evidence, coaching, and next steps. The goal is leadership capacity over leadership dependency.

## How to Use This Planner

| Step                    | Principal Move                                                                    | Why It Matters                                                      |
|-------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1. Name the focus       | Choose one leadership priority for the week.                                      | A focused week beats a full calendar with no leadership direction.  |
| 2. Protect the meetings | Decide which meetings must produce decisions, owners, and evidence checks.        | Meetings should move the work, not just discuss the work.           |
| 3. Plan walkthroughs    | Choose one look-for and schedule where you will collect evidence.                 | Walkthroughs help leaders see patterns before they become problems. |
| 4. Coach from evidence  | Use real-time feedback, dean coaching, or teacher coaching based on what you see. | Evidence makes feedback clearer and less personal.                  |
| 5. Reflect Friday       | Decide what improved, what stayed stuck, and what must happen next.               | Reflection turns the week into a better next move.                  |

# Monday Leadership Dashboard

Complete this before the week begins. Keep the answers short enough to review with your leadership team.

|                                     |                                              |
|-------------------------------------|----------------------------------------------|
| <b>This week's leadership focus</b> | <b>Why this focus matters now</b>            |
|                                     |                                              |
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|                                     |                                              |
| <b>Evidence I will review</b>       | <b>People who need coaching or clarity</b>   |
|                                     |                                              |
|                                     |                                              |
|                                     |                                              |
|                                     |                                              |
|                                     |                                              |
| <b>System most likely to break</b>  | <b>Message staff/families need this week</b> |
|                                     |                                              |
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|                                     |                                              |
|                                     |                                              |

**Build the Engine reminder**

If the focus is too broad, narrow it until you can name the adult action, owner, evidence, and checkpoint date.

# Weekly Calendar at a Glance

Use the weekday boxes to protect leadership actions. Use the weekend summary to prepare your reset before Monday arrives.

| Mon          | Tue          | Wed          | Thu          | Fri          | Weekend Reset                |
|--------------|--------------|--------------|--------------|--------------|------------------------------|
| Focus:       | Focus:       | Focus:       | Focus:       | Focus:       | What evidence did I see?     |
| Meeting:     | Meeting:     | Meeting:     | Meeting:     | Meeting:     | What must I reset next week? |
| Walkthrough: | Walkthrough: | Walkthrough: | Walkthrough: | Walkthrough: | Who needs coaching?          |
| Follow-up:   | Follow-up:   | Follow-up:   | Follow-up:   | Follow-up:   |                              |

## Meeting Plan

| Meeting                | Purpose | Decision Needed | Owner / Evidence |
|------------------------|---------|-----------------|------------------|
| Leadership team        |         |                 |                  |
| Data / PLC             |         |                 |                  |
| Dean or coach check-in |         |                 |                  |
| Family or community    |         |                 |                  |

## Walkthrough and Coaching Plan

Choose one look-for. Collect evidence. Give feedback that names one adult move and one recheck.

| Look-For                 | What I Will Check                                                        | Evidence I Will Capture | Next Coaching Move |
|--------------------------|--------------------------------------------------------------------------|-------------------------|--------------------|
| Culture routines         | Are routines visible, calm, and consistent?                              |                         |                    |
| Lesson clarity           | Can students explain what they are learning and what success looks like? |                         |                    |
| Engagement               | Are students doing the thinking, speaking, writing, or practice?         |                         |                    |
| Checks for understanding | Is the teacher collecting evidence from all students?                    |                         |                    |
| Student work             | Does the task match the target and expected rigor?                       |                         |                    |

## Real-Time Feedback Script

| Move               | Sentence Stem                         |
|--------------------|---------------------------------------|
| Name evidence      | I noticed...                          |
| Name impact        | The impact on students was...         |
| Name one next move | Tomorrow, try...                      |
| Name recheck       | I will come back on... to look for... |

### Feedback rule

One piece of feedback is more useful than five. If the teacher or dean cannot act on it within 24 hours, shrink the feedback.

# Priority Matrix and Accountability Checkpoints

Use the matrix when the week gets crowded. The point is to protect high-impact leadership time.

| Matrix Box         | Examples                                                                                        | My Tasks This Week |
|--------------------|-------------------------------------------------------------------------------------------------|--------------------|
| Do now             | Safety concern, uncovered classroom, serious family concern, routine breakdown.                 |                    |
| Schedule           | Walkthroughs, dean coaching, data review, teacher feedback, family communication planning.      |                    |
| Delegate           | Tracker updates, logistics, first draft of communication, routine monitoring in assigned areas. |                    |
| Eliminate or pause | Low-impact tasks, duplicate meetings, unclear requests, work not tied to priorities.            |                    |

## Accountability Checkpoints

| Priority | Owner | Evidence | Checkpoint Date | Next Move |
|----------|-------|----------|-----------------|-----------|
|          |       |          |                 |           |
|          |       |          |                 |           |
|          |       |          |                 |           |
|          |       |          |                 |           |

# Friday Reflection

Use this page to turn the week into the next leadership move.

**What did the evidence show?**

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**What adult practice improved?**

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**Where did the system depend too much on me?**

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**What will I coach, delegate, monitor, or reset next week?**

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**Want the deeper system?**

This free planner gives you the weekly rhythm. The Six-Week Principal Launch Manual and Build the Engine consulting/coaching support help leaders build the full operating system around priorities, walkthroughs, feedback, dean coaching, and accountability.

**[BuildTheEngineLeadership.com](http://BuildTheEngineLeadership.com) | [buildtheengineleadership@gmail.com](mailto:buildtheengineleadership@gmail.com)**