

***“If I had eight hours to chop down a tree, I’d spend six sharpening my axe.”***  
**–President Abraham Lincoln**

### **Effective teaching requires thorough planning.**

The following list of steps suggests how to use the Teacher’s Planning Partner© lesson plan book with your Professional Learning Community (PLC) or when you are planning alone.



Review the Common Core standards in each two page unit. Become familiar with learning expectations.



Determine a theme for each unit. Consider how you can use these themes to integrate learning among the disciplines.

Write the theme at the top of each two page unit.



If you are working with a team, plan common assessments, or consider working with a vertical team if you are the only teacher in a grade level.

Determine formative and summative assessments that measure students’ mastery of CCSS. How will you know if students have mastered a standard? Are there multiple opportunities for students to demonstrate understanding? Are there a variety of assessment methods to accommodate a variety of students’ needs?

Fill in the assessment column.



Choose resources, materials, activities, and practices to teach standards.

Consider the following:

- What is your desired outcome? Will the materials and activities lead to successful mastery of skills and knowledge?
- Is the text appropriately complex?
- Do the materials and activities support your unit theme?
- Will the materials and activities engage students?
- How will your materials and activities address differentiation to meet the varied needs of your students?
- What activities and materials have you successfully used in the past?
- What new materials will you need? Where will you access these materials?

Fill in the materials and resources column.



Evaluate effectiveness of units; reflect and note areas of success and areas in need of improvement as you work on these units during the school year.



Have students mark checklist posters as students demonstrate their learning successes.