A teacher’s personal annual planning example

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This is an original personal work-and-development outline, not a complete subject curriculum or mandatory school form. Begin with the actual school year, reporting periods and agreed responsibilities. Select one improvement, the practice that supports it and a check with a colleague. Replace the periods with your institution’s dates.

For example, improve clarity of task instructions across the year. Keep early and later examples to compare; do not attribute a change in pupil results to your plan without evidence. Review workload at each period and preserve the school’s required content and procedures.

Fill the blank rows with your own examples.

Period	Personal teacher outcome	Action / check
Start of year	Clarify requirements and one development focus	Read the current programme; choose an instruction example
Next period	Try clearer task wording	Rewrite three instructions and discuss with a colleague
Middle review	Examine what helped and what remains unclear	Compare saved examples and adjust practice
End of year	Record learning and choose a next direction	Keep evidence, limits and the next step
My dates / focus		

Sources

- Australian National University - Time management
- APA - continuing education and professional development