

# MY WEEKLY ORGANISATION PLANNER (3-5 Years)

Week Beginning :

<p>THIS WEEK'S EARLY LEARNING FOCUS OR THEME</p>	<p>THIS WEEK'S REFLECTIONS &amp; OBSERVATIONS THAT MAY GUIDE PLANNING THIS WEEK. Is there something you need to try again, do differently, observe, extend upon or introduce?</p>
<p>SPECIAL INCURSIONS, EXCURSIONS OR COMMUNITY VISITS THIS WEEK</p>	<p>ACTIVITY GUIDES NEEDED FOR THIS PLAN Add numbers of the activity plans required for quick reference</p>
<p>INDOOR ENVIRONMENT SETUP What do I need to add, change, modify or remove this week?</p>	<p>OUTDOOR LEARNING ENVIRONMENT SETUP What do I need to add, change, modify or remove this week?</p>
<p>THIS WEEK'S SHOPPING LIST</p> <p>CURRENT BUDGET:</p>	

# WEEKLY ADMINISTRATION & PLANNING CYCLE CHECKLIST

Week Beginning :

Number of Individual Child or group observations documented this week	
Analysis of Learning (of documented observations) completed.	
Forward Planning ideas/activities/suggestions recorded for next week's planning	
Brief weekly (or daily) reflections and critical reflection notes have been completed..	
Home Daycare/ Family Day care time-sheets/invoices/accounts/admin completed (if applicable)	
Early Learning centre/room/group (if applicable) administration paperwork completed and filed (as required weekly).	
Toy rotation organised for next week (if applicable)	
Environment changes required due to group dynamics, changes in development or this week's reflections and observations have been identified	
Notes/Letters/Newsletters to parents sent to parents (as required)	
Weekly Planner completed, saved or filed.	

# REFLECTIONS ON MY PLANNING AND WORK WITH THE CHILDREN THIS WEEK

Week Beginning :

## WHAT WENT WELL?

Why? What would I do again?  
What did the children's voices and actions tell me?  
What factors impacted on the overall feel of this week?

## WHAT DIDN'T GO WELL?

What could I do less of?  
How could I manage this better next time?  
What factors impacted on the overall feel of this week?  
What did the children's voices and actions tell me?

## CRITICAL REFLECTION THOUGHTS.

Refer to the Critical Reflection Guide (in Plans Made Simple member section) for suggested questions you might ask yourself or others to guide your critical reflections here.  
Add to the monthly critical reflection tool.

## POSSIBLE IDEAS OR FOLLOW ON FOR NEXT WEEK

What? When? Why?

## ENVIRONMENT CHANGES REQUIRED FOR NEXT WEEK.

Why do I need them? What can I remove, add, modify?