



# Authority Figure's Weekly Planner



## The Authority Figure

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This planner is designed for homeschool leaders, tutors, or authority figures who want to guide learning with intention, track progress, and celebrate milestones while maintaining a structured yet flexible weekly rhythm.

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## Weekly Overview

### Sunday or Monday: Planning Day

- Outline clear goals for each subject  (Math, Science, Reading, Writing, History, etc.)
- Schedule lessons, reviews, and check-ins for the week 
- Prepare or gather any visual aids, manipulatives, or hands-on tools  
- Set behavioral or attendance expectations  

### Tuesday & Thursday: Lesson Execution

- Follow lesson plans as scheduled 

- Use any planned visual or hands-on supports 🎨🔬
- Keep notes on student engagement and progress 📝💡

### Wednesday: Midweek Check-In 🔍🧭

- Review progress against weekly goals 📊✅
- Identify any lessons or subjects falling behind ⌚⚠️
- Adjust schedule or approach as needed ↺️
- Address any behavioral or motivation challenges 🗣️💬

### Friday: Weekly Review & Celebration 🎉🏆

- Assess mastered skills and completed lessons 📖✅
- Note areas needing extra practice next week 🧠📝
- Celebrate wins and milestones with your learner 🎊👏
- Reflect on what worked and what can be improved 🗣️💭






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## 🔄 Ongoing Tasks

- Keep records updated (attendance, grades, notes) 📁📈
- Communicate with any tutors, co-ops, or support groups 📧🤝
- Prepare any materials needed for the next week 🧰📦

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## 🌟 Pro Tips for Maximum Impact

-  **Track Observations:** Use the notes section to jot down student engagement, mood, or learning style observations.
-  **Set Weekly Micro-Goals:** Tiny objectives help maintain motivation and measurable progress.
-  **Document Wins:** Capture projects, artwork, or presentations for portfolios or reflection.
-  **Stay Flexible:** Build in buffer times for deep dives, hands-on experiments, or spontaneous learning moments.
-  **Reflect & Adjust:** Use Friday's review to refine lesson delivery, pacing, and strategies for the following week.

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This **Authority Figure's Weekly Planner** turns your role into a structured, intentional, and celebratory guide for learning, helping students thrive while keeping your planning organized and impactful. 🌱 ✨

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