

Sample Planning Calendar

Total Weeks: 36 | Total Cycles: 12 | Duration per Cycle: 3 Weeks

Cycle	Timing	Focus Area/Goal	Aligned Lever(s)	Sample Activities/ Actions
1	Aug (Weeks 1–3)	Build relational trust and establish shared expectations	Lever 1	Staff culture-building, co-create norms, establish communication systems
2	Sept (Weeks 4–6)	Tighten hallway and transition routines to maximize instructional time	Lever 2	Conduct time audits, set hallway goals, reinforce routines
3	Sept–Oct (Weeks 7–9)	Calibrate classroom walkthroughs around rigorous tasks	Lever 3	Develop a walkthrough tool, norm around rigor, give bite-sized feedback
4	Oct (Weeks 10–12)	Surface limiting beliefs during PLCs and reframe using asset lens	Lever 4	Facilitate mindset protocol, share student success data, lead reflection
5	Nov (Weeks 13–15)	Improve small-group instruction for target student groups	Lever 3 and 5	Coach on planning for differentiation, monitor implementation
6	Dec (Weeks 16–18)	Revisit time use before midyear—protect Tier 2 instruction	Lever 2 and 5	Review master schedule, refine intervention blocks, reallocate staff time
7	Jan (Weeks 19–21)	Re-anchor to school vision after break—set urgent tone for Q3	Lever 1 and 5	Lead vision-based meetings, set 3-week instructional priorities

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8	Jan–Feb (Weeks 22–24)	Focus on feedback—improve teacher–student feedback loops	Lever 3	Model effective feedback, use look-for tools in walkthroughs
9	Feb (Weeks 25–27)	Shift adult beliefs around student ownership of learning	Lever 4	Showcase student-led learning, highlight classrooms with agency
10	March (Weeks 28–30)	Reduce initiative fatigue and re-align workstreams	Lever 5	Conduct initiative inventory, sunset low-impact efforts, refocus team
11	April (Weeks 31–33)	Strategize for attendance improvement and student engagement	Lever 2 and 4	Social norming campaigns, targeted student/family outreach
12	May (Weeks 34–36)	Plan for sustainability—transition leadership routines and systems	All Levers	Conduct leadership reflections, document key systems, celebrate growth

☑ Tips for Using the Calendar:

- Anchor one Lever per cycle to avoid overextension.
- Use leadership team meetings to reflect and reset every 3 weeks.
- Incorporate school calendar events (testing, holidays, conferences) to pace goals realistically.
- Document progress using leadership journals or a cycle tracker.