**The Resource Coordinator’s Week**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Week of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Organize Effective Use of Time!

* List activities for daily and weekly work.
* Insert the hours for each task.
* For weekly tasks, list the day and number of hours for that task on that day.

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| **Responsibility** | **Daily** | **Weekly** |
| Check in with school |  |  |
| Organize after-school activities |  |  |
| Supervise/facilitate after-school activities |  |  |
| Contact parents |  |  |
| Administrative Tasks |  |  |
| Prepare schedule for next week |  |  |
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**Plus: Special Activities**

Special project/event preparation: \_\_\_\_\_\_\_\_\_\_ hours

Assistance for School-Wide event: \_\_\_\_\_\_\_\_\_\_\_ hours

**Total Hours for this Week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**