



Activity Planner

Use this tool to plan activities that deliberately link to academic content and skills for success in school.

Needs Assessment Statements: Include the needs of your students based on school-level and student-level data.

Program SMART Goals: Write down your Program SMART Goals for this activity. Note: This is based on your school-level data.

Activity SMART Goals: Write down your Activity SMART Goals. Note: This is based on your student-level data.

Targeted Knowledge and Skills: Refer to the academic standard or skills as you write your activity plan. This will help you remember what to make sure the students understand as they do the activity.





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Description of Activity: Summarize the activity in one to three sentences.

Materials Needed: Create a list of materials and add to the list as you write the activity plan so you know exactly what you need. Include the number of copies, page numbers of books, space requirements and other information.

Materials	Space	Resources

Student Grouping: Determine how you will group students (e.g., by skill level, age, other) during the activity. Will they practice independently, as a whole group or working cooperatively on a project? You can create a chart or use sticky notes to record student groups, depending on how permanent the groups are or if you plan to use the activity again with other students.

Activity Steps: Decide how you will introduce the lesson. For example, you might begin with a simple explanation of the topic or an introductory activity. Describe what students will do during the activity to help them learn, practice or deepen the academic content. Keep the 5 E's instructional model in mind [engage, explore, explain, extend, evaluate] while planning your activity.





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Assessment of Learning: After the activity, how will student learning be evaluated? How will growth be determined? For example, pre-and post-activity tests may be effective.

Reflection: Finally, leave some room for notes and reflection. Once you have facilitated the activity, go back and jot down what worked well or things you might want to do differently next time.