

ATOMIC PNG INSTITUTE

A SYSTEMS DEVELOPMENT INITIATIVE OF FLEXWEAR TM LIMITED



# ATOMIC TEACHER

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*Teacher Productivity Planner*

A PROFESSIONAL PLANNING & DEVELOPMENT SYSTEM

Michael Basse

*Better Systems. Better Teachers. Better Futures.*

# ATOMIC TEACHER PNG

Teacher Productivity Planner

By Michael Basse

*Better Systems. Better Teachers. Better Futures.*

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First edition, 2026.

## This Planner Belongs To

*Complete your details so this planner can be returned to you if lost.*

<b>Teacher name</b>	.....
<b>School</b>	.....
<b>Position</b>	.....
<b>Province</b>	.....
<b>Phone</b>	.....
<b>Email</b>	.....
<b>Year</b>	.....

*If found, please return to the teacher named above, or contact the school.*

## How to Use This Planner

Welcome to your Atomic Teacher PNG Productivity Planner. This is a working tool, designed to be used every day — not a book to read once and shelve.

**Why organisation matters.** Teaching is one of the most demanding jobs there is. The work is genuinely endless — there is always more to plan, mark, and prepare. Because the work never ends, working

harder is not enough. Teachers who thrive are not those who work the hardest, but those who *organise* their work well. A disorganised teacher pours effort into chaos, and most of it leaks away. An organised teacher channels the same effort through systems and accomplishes far more, with far less stress.

**Why systems matter.** A system is simply an agreed, repeatable way of doing something, so that it happens reliably without depending on memory, mood, or willpower. This planner is built on the principle behind the whole Atomic approach: *better systems produce better results*. When your planning, assessment, and classroom management run on systems, your teaching no longer depends on heroic daily effort — and that protects both your effectiveness and your wellbeing.

**Why productivity matters.** Productivity is not about doing more things. It is about doing the *right* things, reliably, so that your limited time and energy go where they matter most — to your students' learning and to your own growth and wellbeing. This planner helps you plan deliberately, so the important is not endlessly crowded out by the urgent.

**How to use it.** Use this planner at every level of time:

- **Yearly** — set your goals for the year (the big picture).
- **Termly** — translate yearly goals into each term's priorities.
- **Monthly** — map the month's key events, assessments, and goals.
- **Weekly** — plan the week ahead in one focused session (the single most valuable habit in this planner).
- **Daily** — organise each day and reflect at its close.

Alongside the time-based planning, use the **management sections** (lessons, assessment, students, classroom) to run your professional systems, the **wellbeing section** to sustain yourself, the **professional development section** to grow, and the **Atomic Teacher Systems** frameworks to build the habits of a highly effective teacher.

Write in it. Mark it up. Make it your own. You provide the commitment; this planner provides the structure. Together, that is how better teaching is built.

**Better Systems. Better Teachers. Better Futures.**

## My Teacher Mission

*Take time to complete this page thoughtfully. It is the foundation everything else in this planner serves. Revisit it through the year.*

### My Teaching Mission

*Why do I teach? What difference do I want to make?*

.....

.....

.....

### My Core Values

*What do I stand for as a teacher? (e.g. fairness, care, high expectations, integrity)*

.....

.....

**My Educational Goals**

*What do I want to achieve for my students' learning?*

.....  
.....

**My Leadership Goals**

*How do I want to grow as a leader — in my classroom, among colleagues, in my school?*

.....  
.....

**My School Contribution Goals**

*Beyond my own classroom, how will I contribute to my whole school?*

.....  
.....

## YEARLY PLANNING

This section is for the big picture — your goals for the whole year. Set these thoughtfully at the start of the year, then review them at each checkpoint. Everything in the term, monthly, weekly, and daily sections flows from here.

### My Year at a Glance — Annual Goals

Set a small number of clear, achievable goals in each area. Fewer, well-chosen goals beat many vague ones. For each, note how you will know you have achieved it.

Year: .....

#### Professional Development Goals

How will I grow as a teacher this year?

#	Goal	How I'll know I've achieved it	Target
1			
2			
3			

#### Classroom Improvement Goals

What will I improve about how my classroom runs?

#	Goal	How I'll know I've achieved it	Target
1			
2			
3			

#### Student Achievement Goals

What do I want my students to achieve this year?

#	Goal	How I'll know I've achieved it	Target
1			
2			
3			

# End of Free Preview

Thank you for previewing the  
Atomic Teacher PNG Productivity Planner.

The full planner contains everything shown in the contents: yearly, term, monthly, weekly & daily planners; lesson & assessment templates; student & classroom trackers; a teacher wellbeing section; the 7 Atomic Teacher Systems; and 10 printable tools.

**K79**

## Get the Full Planner

Order on WhatsApp: +675 7160 7693

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