

Daily Goal Sheet & Daily Checklist for Teachers

By David Batty

Daily Goal Sheet

A. Why use the Daily Goal Sheet?

1. Students need to learn how to organize their time.
2. Most have a background of poor study habits.
3. This teaches them how to _____ their time.
4. It becomes a tool for _____.
5. They see the blessings of success.
6. This life discipline can help them be successful after they leave your program.

Name _____		My Daily Study Goals for This Week					
Week of _____		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Individual Lessons							
Scripture Memory Class							
Personal Reading Class							
Character Qualities Class							
Bible Reading							
Optional							
Goals approved by Teacher							
Goals completed							

PSNC Teacher Certification Course Section 3-7 Page 1

The student keeps their Daily Goal Sheet posted at their study area in the PSNC class. It serves as a tool to help them keep on track and complete their work each day.

B. How to use the Daily Goal Sheet

1. The students already have their goals set at the beginning of each PSNC class.
2. During the class session, the student completes his/her work as planned.
3. Each time s/he completes a goal, s/he can have the teacher verify that on his/her goal sheet.
4. Near the _____ of each class session, the students set their goals for the _____ class session.
5. The teacher needs to _____ the new goals for tomorrow and also sign off on the completion of the student's goals for today.
--Teacher can review these goals after class if unable to complete it during class.
6. If the teacher finds the goals unacceptable, s/he can have the student revise the goals at the beginning of the next class session.
7. If a student has a problem with not completing his/her goals, the teacher may need to put a specific priority on which goals must be completed _____.
8. **Caution:** Be careful about only rewarding students who complete all their goals each day. This can encourage students to set small goals so they make sure they complete them. It would be better to challenge them to do their best each day, even if they do not complete all their goals each day.

The Daily Checklist for Teachers

The purpose of the **Daily Checklist for Teachers** (DCT) is to help you and all the other PSNC teachers keep track of where each student is in his/her PSNC class work. You will fill out and use a new Daily Checklist each day you have the PSNC classes. Put your DCT's on a clip board. This makes it easy for using in the class session.

A. Why use the Daily Checklist for Teachers?

1. Each student is at a different point in their PSNC studies. It helps you stay organized.
2. If you know what they are working on, _____ have a higher degree of accountability.
3. If a different staff needs to teach tomorrow, the **Daily Checklist for Teachers** will help the new teacher know where each student is at in their studies.

3. Before class starts you also need to make out the DCT for tomorrow's PSNC class session. Simply put down the names of each student in the left column and then put this checklist underneath today's DCT.

C. How to use the Daily Checklist for Teachers during PSNC class

1. This checklist becomes your guide to knowing where each student is at in their work today.
2. If you have more than one teacher in the PSNC classroom, you still only have _____ Daily Checklist for Teachers. All teachers put comments on the same DCT. The DCT helps you know which students the other teachers have been working with.
3. At the _____ of class look at today's checklist to see who needs to take final tests in a lesson, verse, or character quality. Give them their tests. When they have completed it, cross this off on your checklist. If they have not already started their next activity, give it to them now. Write this on your DCT and on their **Student Record Sheet** in your files.
4. As a student completes a lesson or verse, you can note this on your Checklist.

During the class session you will be talking to the students about their class work. Check off on your DCT after you have discussed a particular class work activity with a student. For example, after you have discussed a student's Daily Summary of the book s/he is reading, check off that box on your DCT so you and the other teachers will know this.

5. If a student finishes a lesson and wants to take the final test tomorrow, then flip over to _____ DCT and make a note of what test they will be taking. So all throughout today's class you will also be making notes on tomorrow's DCT.
6. As you go through the class session, you can put a little mark by the student's name on your Checklist so you can see how many times you have spoken to that student during today's class session.

This can help you know which students need your attention. Let's say that today's class time is half gone and you see by looking at the DCT that no one has talked to Terri. You can take time to talk with Terri even though she has not put her flag up. Instead of saying, "Terri, what are you working on today?" you can look at your DCT and see where she is on her different PSNC studies. You can ask her, "How are you doing on Romans 12:11 and Lesson 108?"

D. After class

1. After class is over, you would fill in the rest of the info for tomorrow's Checklist. It might be easiest for you to fill out tomorrow's DCT as soon as possible after class is done. This way your memory is still fresh of what happened in class today.