

FREE CHECKLIST

SCHOOL LEADERSHIP WEEKLY PLANNER

FOR BUSY SCHOOL LEADERS & CHRISTIAN
EDUCATORS

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Welcome!

We're so glad you're here.

This School Leadership Weekly Planner was created to help you lead from a place of clarity, prayer, and purpose. In the busyness of school life, it's easy to get swept up in meetings, deadlines, and expectations—but God's way of leadership is rooted in peace, wisdom, and grace.



Each section of this planner invites you to pause, pray, and prioritise what truly matters: people over pressure, presence over productivity, and purpose over performance.

As you fill it out, remember that leadership is sacred work. You are shaping hearts, not just managing tasks. Take time to notice God's hand in your week, and let Him renew your strength day by day.

“Commit to the Lord whatever you do, and He will establish your plans.” — Proverbs 16:3

If you'd like support turning this structure into a sustainable rhythm that restores your joy and focus, our team would love to walk with you. Coaching for Christian school leaders isn't just about strategy—it's about soul care for those shaping the next generation.

Emily Dickinson

WEEKLY FOCUS

THIS WEEK'S THEME / SCRIPTURE / INTENTION:

TOP 3 LEADERSHIP PRIORITIES

(THESE ARE THE BIG ROCKS—THE NON-NEGOTIABLES THAT MOVE VISION FORWARD.)

1.

2.

3.

PEOPLE FIRST

STAFF I WILL CHECK IN WITH:

STUDENT I WILL ENCOURAGE / NOTICE:

ONE PARENT PARTNERSHIP STEP:

CULTURE + WELLBEING ACTIONS

ONE ACTION TO STRENGTHEN STAFF CULTURE:

ONE ACTION TO CELEBRATE TEAM WINS:

WELLBEING STEP FOR MYSELF (BOUNDARY, REST, HEALTH):

ADMIN & MUST-DOS

(WRITE THE 3-5 KEY ADMIN TASKS OR COMPLIANCE ITEMS THAT MUST GET DONE THIS WEEK, NOT EVERY SINGLE EMAIL.)

1.

2.

3.

PRAYER & REFLECTION

WHAT I AM PRAYING FOR MY STAFF THIS WEEK:

WHAT I AM PRAYING FOR MY STUDENTS THIS WEEK:

PERSONAL PRAYER FOR MYSELF:

PRAYER & REFLECTION

WHAT I AM PRAYING FOR MY STAFF THIS WEEK:

WHAT I AM PRAYING FOR MY STUDENTS THIS WEEK:

PERSONAL PRAYER FOR MYSELF:

END-OF-WEEK REVIEW

3 WINS:

1. _____
2. _____
3. _____

ONE CHALLENGE I LEARNED FROM:

ONE CULTURE MOMENT I WANT TO CARRY INTO NEXT WEEK:

Pro Tip: Print this one-page planner, fill it out at the start of each week, and review it Friday afternoon. It will keep you focused on what matters most: people, priorities, and sustainable leadership.



NEXT STEPS

This planner gives you clarity and structure for your week. But the truth is—sometimes the overwhelm feels bigger than a page. Having a trusted coach to process priorities and challenges with can make the difference between surviving and leading with strength.

Our team specialises in supporting Christian school leaders with practical coaching and leadership tools tailored to your context.

Let's have a conversation about your leadership. We'll help you take this planner off the page and into a sustainable, thriving rhythm.

SCHEDULE A FREE CALL