

# Weekly TASKS

DATE 18-08-25 to 22-08-25 MONTH August

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<ul style="list-style-type: none"> <li>- Review weekly planner and set intentions</li> <li>- Check ratio compliance and staffing allocations</li> <li>- Update child attendance and health records</li> <li>- Prep learning environments for inquiry-based play</li> <li>- Schedule micro-moment reflections (e.g., 2 per shift)</li> </ul>	<ul style="list-style-type: none"> <li>- Conduct focused observations linked to EYLF outcomes</li> <li>- Trial trauma-informed documentation tools</li> <li>- Share sector updates or advocacy news with team</li> <li>- Reflect on educator-child interactions (brief journaling)</li> </ul>	<ul style="list-style-type: none"> <li>- Team planning meeting or peer mentoring session</li> <li>- Review and co-design documentation templates</li> <li>- Identify any compliance gaps or policy updates</li> <li>- Engage in reflective practice using critical questions</li> <li>- Prep materials for Thursday's provocations</li> </ul>	<ul style="list-style-type: none"> <li>- Facilitate extended play experiences or provocations</li> <li>- Support transitions with emotional literacy tools</li> <li>- Document emerging interests or group dynamics</li> <li>- Trial micro-moment reflection kits with new prompts</li> <li>- Prep Friday's family engagement or feedback forms</li> </ul>	<ul style="list-style-type: none"> <li>- Finalize documentation for the week</li> <li>- Send family updates or learning summaries</li> <li>- Review compliance logs and incident reports</li> <li>- Celebrate educator wins (big or small!)</li> <li>- Reflect on what restored connection this week</li> <li>- Plan one wellbeing action for next week</li> </ul>