

# Lesson Planning Checklist

A step-by-step checklist for teachers planning a clear, effective and well-structured lesson.

## Define objectives and standards

- Identify the standard or learning outcome the lesson serves.
- Write a clear, measurable objective for the lesson.
- Decide what students should know or do by the end.
- Connect the lesson to prior and upcoming content.
- Note key vocabulary students must understand.
- Plan how the objective will be shared with students.

## Plan the lesson structure

- Design a hook or warm-up to open the lesson.
- Outline how you will teach or model the new content.
- Plan guided practice with support before release.
- Build in independent practice or application time.
- Plan a closing review that revisits the objective.  
*A short exit ticket works well as a close.*
- Estimate timing for each segment of the lesson.

## Prepare materials and resources

- List every handout, worksheet and resource needed.
- Copy or print materials with a few spares.
- Prepare slides, visuals or anchor charts.
- Gather manipulatives, tools or lab supplies.
- Test any technology, links and media in advance.
- Arrange the room setup the lesson requires.

## Plan activities and engagement

- Choose activities that move students toward the objective.
- Mix individual, partner and group work as needed.
- Prepare clear directions and examples for each task.
- Plan questions that prompt thinking and discussion.
- Build in active participation, not just listening.
- Prepare a backup or extension activity for extra time.

## Differentiation and support

- Identify students who need scaffolds or accommodations.
- Plan supports such as sentence starters or visuals.
- Prepare extension tasks for students who finish early.
- Decide how to group students for the activities.
- Plan adjustments for English learners or special needs.
- Note where you can vary pacing or difficulty.

## **Assessment and reflection**

- Decide how you will check understanding during the lesson.
- Plan a formative or exit assessment tied to the objective.
- Prepare a rubric or success criteria if grading.
- Plan how results will inform the next lesson.
- Leave space to note what worked after teaching.
- Record any reteaching the class may need.