# The Batch & Automate Playbook for Teachers

Reclaim 5+ hours/week with simple systems.

## Weekly Batching Schedule (example)

| Day | Focus | Tasks |
| --- | --- | --- |
| Mon | Planning | Scope week, materials, copies |
| Tue | Grading | Quick-sort, rubrics, samples |
| Wed | Communication | Parent emails, updates |
| Thu | Intervention | Small-group plans |
| Fri | Reflection | What worked, next week tweaks |

## Inbox Zero (teachers)

1. Triage 2×/day (AM/PM).
2. 4 folders: Action, Waiting, Reference, Archive.
3. Canned responses for common replies.

## Simple Automations

* Google Forms for submissions; auto-acknowledgement.
* Reusable comment banks.
* AI: generate quiz items, hooks, outlines.

## AI Tasks to Delegate

* Draft parent updates, rubric descriptors, exit tickets.