# The Batch & Automate Playbook for Teachers

*Reclaim 5+ hours per week with small systems.*

## Weekly batching

* **Mon – Planning:** outline next week; generate hooks/resources.
* **Tue – Grading:** 25-min sprints; use 3 comment stems + “Next Step”.
* **Wed – Parent comms:** 30-min window; use templates.
* **Thu – Prep/Photocopy:** build bins by lesson.
* **Fri – Reflection:** 10-min note → wins & carry-overs.

## Inbox zero (teacher edition)

* Rules for auto-labels (parents / admin / students).
* Process in 2 passes: scan → action (reply ≤2 min, archive, task).

## Automation ideas

* Google Form for late work; sheet auto-tallies.
* Canned responses for top 5 parent questions.
* Calendar blocks for batch slots.

## AI tasks to delegate

* Draft newsletter blurbs, retrieval questions, comment banks.