

How to Make Sub Plans Simple and Effective

Say goodbye to sub plan stress! Whether you're out sick or handling a last-minute emergency, having daily sub plans ready to go can save you time, energy, and a whole lot of frantic scrambling. This free checklist makes it super easy to prep in advance—just follow the simple steps, stash it in your sub binder or planner, and enjoy that sweet peace of mind. Your future self will thank you!





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Not sure where to start? Use this checklist to build a solid, reusable daily sub plan:

- ☐ Create a Template: Use a consistent format with time blocks, subjects, and clear instructions.
- ☐ Include Your Schedule: Add start times, lunch, recess, specials—everything the sub needs to stay on track.
- ☐ Write Out Routines: Detail arrival, transitions, bathroom breaks, dismissal, and classroom behavior expectations.
- ☐ Prep and Label Materials: Make it easy for the sub to find what they need—copies, books, tech, and supplies.
- ☐ Choose Student-Friendly Activities: Plan lessons students can do with minimal support.
- ☐ Add Backup Plans: Include extra work for early finishers or if lessons end early.
- ☐ Update Regularly: Revisit your plans each month to keep them current and relevant.
- ☐ Store in a Clear Spot: Use a sub binder or digital folder labeled and ready to go.

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- Engaging resources that keep students smiling AND learning.
- Materials designed with teachers in mind—flexible, fun, and effective!

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