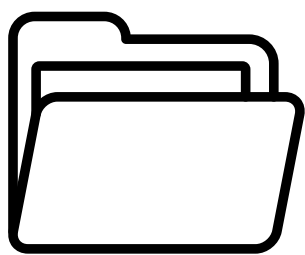


# END-OF-YEAR **CHECKLIST** FOR MUSIC TEACHERS



## **ORGANIZE AND FILE YOUR MUSIC LIBRARY**

- ☐ Sort and file sheet music.
- ☐ Purge duplicates and worn-out sheets.
- ☐ Create or update an inventory.
- ☐ Label and file by category.



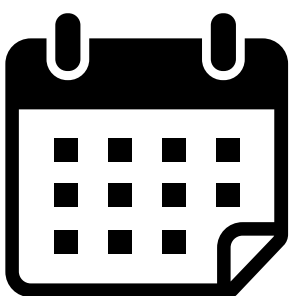
## **STORE PROGRAMS, CERTIFICATES, AND CONCERT MATERIALS**

- ☐ Save digital and printed copies.
- ☐ Create a “Concerts Archive.”
- ☐ Reflect on repertoire.



## **WRAP UP ADMIN TASKS**

- ☐ Submit any outstanding purchase orders.
- ☐ Update student records.
- ☐ Prepare report cards and comments.
- ☐ Write thank-yous.



## **PLAN AHEAD (JUST A LITTLE)**

- ☐ Sketch out a rough calendar.
- ☐ List future repertoire ideas.
- ☐ Prep your first week.
- ☐ Plan summer PD or projects.



## **RESET YOUR CLASSROOM**

- ☐ Declutter and clean.
- ☐ Pack instruments carefully.
- ☐ Reset bulletin boards.
- ☐ Tidy digital files.