



School CEO Daily Schedule & Checklist

(School Timing: 9:00 AM – 3:30 PM)

This routine is designed for a **CEO Cum Principal** who wants strong:

- Academics
 - Discipline
 - Board Results
 - Staff Management
 - Parent Satisfaction
 - Admissions Growth
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BEFORE SCHOOL (8:00 – 9:00 AM)



8:00 – 8:20 AM → Campus Inspection

- School cleanliness check
 - Washrooms inspection
 - Drinking water availability
 - CCTV & security check
 - Smart classes/projectors working
 - Transport/bus update
 - Generator/electricity/internet check
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8:20 – 8:40 AM → Staff & Office Review

- Teacher attendance
- Non-teaching staff attendance

- Substitute arrangement
 - Important office updates
 - Fee/report updates
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8:40 – 9:00 AM → Gate & Student Discipline

Stand near gate daily.

Check:

- Uniform
 - Hair & discipline
 - Late students
 - ID cards
 - Student behavior
 - Parent interactions
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9:00 – 9:20 AM → Assembly Observation

Daily Focus:

- Discipline in lines
- Mic/sound system
- Student confidence
- Thought/news quality
- Teacher participation
- Motivation message

CEO Habit:

Give 2-minute motivational talk twice weekly.

→ 9:20 – 11:30 AM □ Academic Monitoring Block

(Most important CEO work)

Classroom Observation

Visit 5–8 classrooms daily.

Observe:

- Teacher teaching quality
- Student engagement
- Notebook checking
- Weak students
- Board work quality
- Smart teaching methods
- Noise & discipline

Academic Review

- Homework checking
 - Classwork completion
 - Syllabus progress
 - Board class preparation
 - Test planning
 - Weak subject analysis
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11:30 – 12:00 PM → Teacher Coordination

Meet Teachers Daily

- Discuss weak students
- Solve teaching issues
- Motivate staff
- Monitor punctuality
- Review lesson plans

Daily Question:

“What can improve student results faster?”

12:00 – 12:45 PM → Parent & Student Management

Student Counseling

- Weak students
- Discipline cases
- Attendance issues
- Motivation sessions

Parent Communication

- Important calls
 - Complaint handling
 - Board class parent updates
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→ 12:45 – 1:15 PM ☐ Lunch + Informal Observation

During lunch:

- Observe student behavior
 - Check hygiene
 - Interact casually with students
 - Observe teacher culture
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→ 1:15 – 2:15 PM ☐ Admin & Growth Management

Office/Admin Review

- Fee collection status
 - Pending fees
 - Inventory/stationery
 - Admission inquiries
 - Transport issues
 - Documentation approvals
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Branding & Marketing

- Social media post review
- School achievements upload
- Website/blog update
- Event coverage

- Google reviews monitoring

For your platform SchoolWali, daily content ideas:

- School management tips
 - Parent guidance
 - Board exam strategies
 - Student success stories
 - School ERP awareness
 - Admission guidance
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→ 2:15 – 3:00 PM Result & Strategy Block

Review:

- Class performance
 - Weak sections
 - Teacher performance
 - Attendance report
 - Upcoming events/tests
 - Board preparation progress
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→ 3:00 – 3:30 PM Dispersal Monitoring

Final Daily Observation

- Safe dispersal
- Transport management
- Discipline during exit

- Parent crowd management
 - Security presence
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AFTER SCHOOL (3:30 – 4:30 PM)

CEO Review Hour

Daily Review Checklist

- What problems happened today?
 - Which teacher needs support?
 - Which class is weak?
 - Parent complaints?
 - Discipline issues?
 - Tomorrow's priorities?
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DAILY CEO DASHBOARD

Academic KPIs

- Attendance %
 - Homework completion %
 - Weak student count
 - Syllabus completion %
 - Test performance
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HR KPIs

- Teacher attendance

- Late staff count
 - Classroom observation score
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Growth KPIs

- Admission inquiries
 - New admissions
 - Fee collection
 - Social media engagement
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GOLDEN CEO RULES

Daily Must-Do

- Visit classrooms personally
 - Talk to students daily
 - Appreciate good teachers publicly
 - Monitor academics yourself
 - Track numbers daily
 - Maintain discipline consistently
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MOST IMPORTANT PRIORITY ORDER

1. Academics
2. Discipline
3. Teacher accountability
4. Parent satisfaction

5. Admissions & branding

6. Systems & operations



WEEKLY FOCUS PLAN

Day	Main Focus
Monday	Discipline
Tuesday	Academics
Wednesday	Teacher training
Thursday	Parent communication
Friday	Admissions & branding
Saturday	Result analysis & planning