



Year Pacing Planner

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Map your whole course at unit level in one focused afternoon. Work backward from the big picture: list your units, rough out the weeks, place your major projects, then leave slack for the days that never go as planned. Includes a year-at-a-glance grid, semester templates, a single-unit page, a big-project tracker, and a full worked example. Edit any of it in the Word version.

HOW TO USE IT

Block off one afternoon and print the fillable pages. Start with the Year-at-a-Glance grid to get all your units on one sheet, then break each half into the Semester templates. Use the single-unit page for the units you are still figuring out, and the project tracker so nothing big collides with a holiday. The worked example shows a finished year end to end.

Map a year backward, in four moves

Do not start at week 1 and hope you reach the finish line. Start from the whole year and work down. It is faster, and it keeps your big goals from getting squeezed out.

- 1 List your units.** Write every unit or topic you want to teach, in a rough order. Do not worry about dates yet. Just get the full list out of your head and onto the grid.
- 2 Rough the weeks.** Give each unit a realistic week count. Add them up. If the total blows past your calendar, cut or combine now while it is only pencil, not February.
- 3 Place the big projects.** Drop your major projects, presentations, and unit assessments onto the calendar first, away from holidays and testing windows. Everything else flows around them.
- 4 Leave slack.** Reserve a few buffer days each semester for reteach, absences, snow days, and the lessons that run long. A plan with no slack is a plan that breaks in week three.

TEACHER

Unit / topic	Weeks	Big project	Slack / notes
Total weeks			

Most school years run 34 to 36 usable instructional weeks after testing and breaks. If your unit weeks add up to more than that, you are over-planned. Trim here on paper, not live in class.

SEMESTER BREAKDOWN: SPLIT THE YEAR IN HALF

TEACHER

Now take the units from your year grid and sort them into two halves. Keep each semester honest about time. Leave the last row or two of each table open on purpose so you have somewhere to absorb the weeks that run long.

Semester 1

Unit / topic	Weeks	Assessment	Notes

Semester 2

Unit / topic	Weeks	Assessment	Notes

Tip: end each semester with a cumulative or capstone assessment so students pull the whole half together rather than cramming one unit.

Use this page for any unit you are still figuring out. Print one per unit. Nail the objective and the assessment first, then design the project and lessons to reach them.

Unit / topic _____

Weeks _____

Semester / dates _____

UNIT OBJECTIVE (WHAT STUDENTS CAN DO BY THE END)

KEY PROJECT OR PRODUCT

ASSESSMENT (HOW YOU WILL KNOW THEY GOT IT)

VOCABULARY AND KEY TERMS

SLACK / BUFFER BUILT IN FOR THIS UNIT

WHERE THE BIG PROJECTS LAND

TEACHER

Plot your major projects, presentations, and cumulative assessments across the calendar so nothing big lands on a holiday, a testing week, or right on top of another due date. Fill one row per project, then read down the Due week column to spot collisions.

Project / assessment	Unit	Due week	Conflicts to avoid

SPREAD THE LOAD

If two big projects land in the same two-week window, move one now. Your students (and your grading weekends) will thank you. Aim for one major deliverable roughly every three to four weeks.

Here is one finished year so you can see the planner in action. This is a two-semester Introduction to Business and Entrepreneurship course mapped across 36 usable weeks, with the big projects placed first and slack built into each half. Yours will look different. The point is the shape.

Unit / topic	Weeks	Big project	Slack / notes
1. What is business?	3	Business-in-my-town map	Ease-in weeks 1-2
2. Economics basics	4	Supply-and-demand lab	Bridges to unit 3
3. Entrepreneurship	4	Idea pitch (mini)	Feeds S1 capstone
4. Marketing	4	Campaign one-pager	1 buffer day
S1 capstone + review	2	Business plan pitch	End-of-semester slack
5. Management & teams	4	Team-charter simulation	Post-break restart
6. Accounting basics	4	Lemonade-stand books	2 buffer days
7. Personal finance	4	Monthly budget project	High-interest unit
8. Business ethics & law	3	Case-study debate	Flexible, can trim
S2 capstone + review	2	Final business plan	End-of-year slack

Weeks total 36. Semester 1 runs 17 weeks, Semester 2 runs 19, and each half reserves buffer days for reteach and absences. The two capstones bookend the semesters so students pull the whole half together instead of one last unit.

How the four moves played out here

- **Listed the units first:** eight content units plus two capstone-and-review windows.
- **Roughed the weeks:** 3 to 4 weeks each, totaled to 36, then trimmed ethics to 3 to fit.
- **Placed the big projects:** the business-plan pitch and final plan anchor the two semesters; smaller projects fall roughly every three to four weeks so nothing piles up.
- **Left slack:** buffer days in units 4, 6, and 7, plus a slack window at each semester's end.

WANT THE UNITS ALREADY BUILT?

This planner maps the year. If you would rather not build every unit from scratch, the editable business and technology curricula in the Madly Productive Pathways shop drop right into a plan like this one, with lessons, slides, projects, and answer keys ready to pace. Map the year here, then fill it with resources that are done. Thank you for teaching CTE, and for letting this planner save you an afternoon of guesswork.