



My Tutoring Planner

Students, lessons, payments and progress, all in one place

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Every lesson logged, every bit of progress tracked

Name: _____

Activities: _____

School year: _____

Printable edition · A4

SCHEDULE

 Typical week

The typical week shows your usual time slots; the monthly schedule shows dated lessons.

Write the time of each slot on the left, then the student's display name in the box for that day. Use a pencil so you can make changes. The days start on Sunday; if your week starts on Monday, start from the second column.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Valid from: _____

LESSONS

Lesson card

A card during the lesson, a line in the log afterward.

Two cards per page. Fill one in during or right after the lesson, then copy the key points into the workbook.

Date: _____ Student: _____ Length (minutes): _____

Topic: _____

To practice before next time: _____

Next time: _____

What we did

Date: _____ Student: _____ Length (minutes): _____

Topic: _____

To practice before next time: _____

Next time: _____

What we did

PAYMENTS

Balance tracker

Balance = due minus paid. A positive balance is still due; a negative balance is paid in advance.

[illegible]

A polite reminder is usually enough. Message templates are in the workbook's Messages sheet.

Private Lessons

Students, lessons, payments and progress, in your currency

Balances

Amounts in: USD
Calculated for each student: balance = balance carried over + due - paid. No cells to fill in.

Student	Counted lessons	Hours	Due	Balance carried over	Paid	Balance	Payment status	Canceled or rescheduled
Student A	3	3.0					Balance due	1
Student B	2	1.5					Up to date	0
Student C	5	7.5					Paid in advance	2
Total	10	12.0						3
Students with Balance due		1						

Student	Payment status
Student A	Balance due
Student B	Up to date
Student C	Paid in advance
Total	

Months

Amounts in: USD
12 months from the first day of the school year chosen in Settings. Everything is calculated automatically.

Month	Lessons done	Counted absences	Canceled or rescheduled	Hours	Due	Received	Difference	From	To
September 2026	7	1	2	9.0				9/1/2026	9/30/2026
October 2026	2	0	1	3.0				10/1/2026	10/31/2026
November 2026	0	0	0	0.0				11/1/2026	11/30/2026
December 2026	0	0	0	0.0				12/1/2026	12/31/2026
January 2027	0	0	0	0.0				1/1/2027	1/31/2027
February 2027	0	0	0	0.0				2/1/2027	2/28/2027
Total	9	1	3	12.0					

electronarium

Private Lessons Tracker — workbook for students, lessons and payments + printable PDF notebook (Excel, Google Sheets and LibreOffice)

Full version at
electronarium.com

This sample shows 5 of 17 pages.

The complete file is available for instant download after purchase.