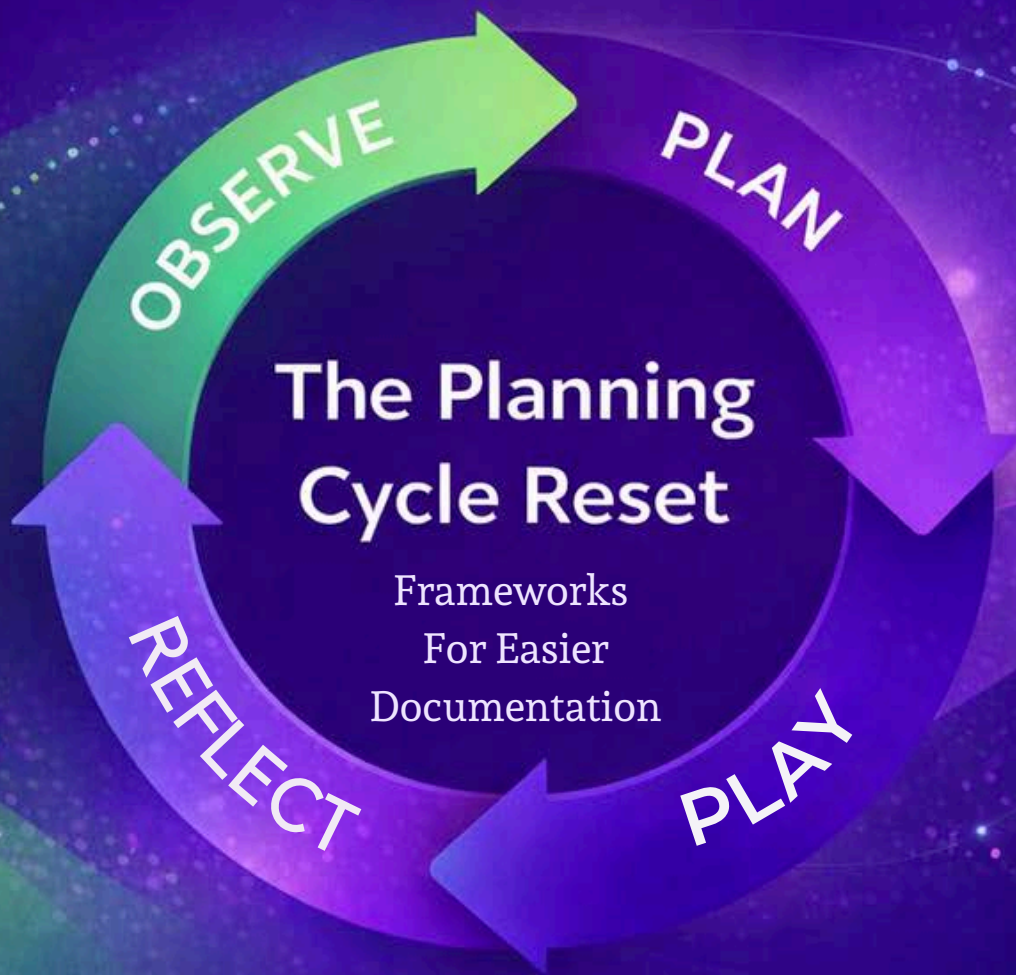


FREE RESOURCE

The Planning Cycle Reset

Companion Guide for the FREE
Future Ready Video Series



Created By Jodie Clarke

The Empowered Educator Early Childhood AI Consultant



Welcome...



Hi, I'm Jodie & I'm Honoured To Be Supporting Your AI Empowered Professional Development Journey With This Free Planning Video Series & Reset Guide...

Why I'm Uniquely Qualified to Guide Your AI-Driven Planning Journey...

Having worked across a myriad of roles in both the early childhood and family services sectors for over 30 years, I'm well aware of the practical struggles educators face today, whether it's planning, assessment, time management, work/life balance, alignment with frameworks & standards or time spent on the seemingly endless documentation requirements.

But what if these aspects of your role could be more manageable, less time-consuming, and even enjoyable? That's where my new focus on artificial intelligence use in early education comes in. Now as a Certified AI Education Consultant with certificates from Google Training and the Institute of Applied Technology (Digital), I'm thrilled to be at the forefront of using AI ethically and meaningfully to simplify educators' planning and documentation cycle .

My goal is to demystify artificial intelligence and create easy-to-use digital resources, training opportunities, consultancy for leaders and AI Assistants specifically trained for the needs of early education professionals that provide personalised support and mentorship for educators in a safe, professional space.

I can help you turn planning, admin & documentation from an overwhelming, frustrating process to an achievable, more realistic one. You deserve to feel supported, confident, capable, and creative so let's work together to achieve that by using technology in simple ways that will free up more time for what you enjoy...and are so good at!

Downloading this resource is a huge step forward on your learning journey...I hope you find it helpful.

Jodie

Let's Simplify Your Planning...

If you're reading this, you probably know the feeling.

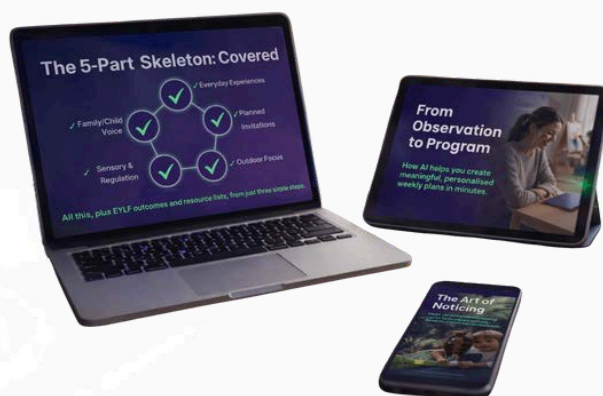
The sticky notes multiplying in your pockets. The observations you meant to write up three days ago. The Sunday night dread of staring at a blank program template. The Friday afternoon "weekly wipe" where you throw everything away and start from zero on Monday.

You're not bad at your job. The **documentation demands in our sector have just outgrown the methods we were taught.**

This guide gives you three simple frameworks:

The Framework	Why It's helpful
The Noticing Formula	You'll be able to confidently capture and document meaningful moments in seconds...not minutes
The 5-Part Skeleton	You'll write balanced weekly programs without the overwhelm or second guessing
The Reflection Loop	A way to stop starting from the beginning again every Monday

Each framework works on its own. Together, they create a complete planning cycle that actually flows and makes each step easier for you to complete.



Who This Resource Is For

This resource meets you exactly where you are in your own documentation stage.

Whether You're...

- Wading through a documentation backlog (Room Leaders, Lead Educators)
- Skeptical but curious about AI (Experienced educators)
- Struggling with professional writing (Early-career educators)
- Leading a team through burnout (Educational Leaders)
- Managing everything alone (Family Day Care educators)

...these frameworks meet you where you are.

If You're Skeptical (Good - Me Too)

I've been in ECE for 30+ years. I've seen fads come and go.

So here's what I'm NOT doing:

- ✗ Telling you AI will "solve everything"
- ✗ Replacing your professional judgment with algorithms
- ✗ Pushing quick-fix nonsense that doesn't respect the work or your training

Here's what I AM doing:

- ✓ Teaching frameworks that work without any technology
- ✓ Showing you how AI can support (not replace) your expertise
- ✓ Prioritising safety, ethics, and authenticity above everything

If after 3 episodes you think "this isn't for me", that's fine. The frameworks are yours either way.

But if you're skeptical BECAUSE you've tried generic AI and hated it, Episode 1 will make a lot of sense to you.

How to Use This Guide

- **In a Quiet Moment:** Read through the three frameworks. Start with whichever speaks to your biggest challenge right now
- **Watch your inbox:** I'll send you some tips to get the most out of this guide even before you watch the video series
- When you're ready, [join me for the free video series](#) where I'll show you exactly how I use these frameworks...with and without AI support

Whether you binge watch all 3 videos today, or wait and watch one at a time on demand when it suits you...they're ready when you are.

You deserve to leave work at work in 2026 and I'm going to help you make that happen!



Jodie



Why These Frameworks Matter

Wherever you are in your year right now, you're probably experiencing some version of this:

- A backlog of observations you "meant to write up"
- Programs that feel repetitive or disconnected from what's actually happening
- Reflection that gets skipped because there's never time
- The sense that you're working harder than ever but always behind

Sound Familiar?

That's because the documentation demands in our sector keep growing...while the methods we use haven't changed in 20 years.

These frameworks change that.

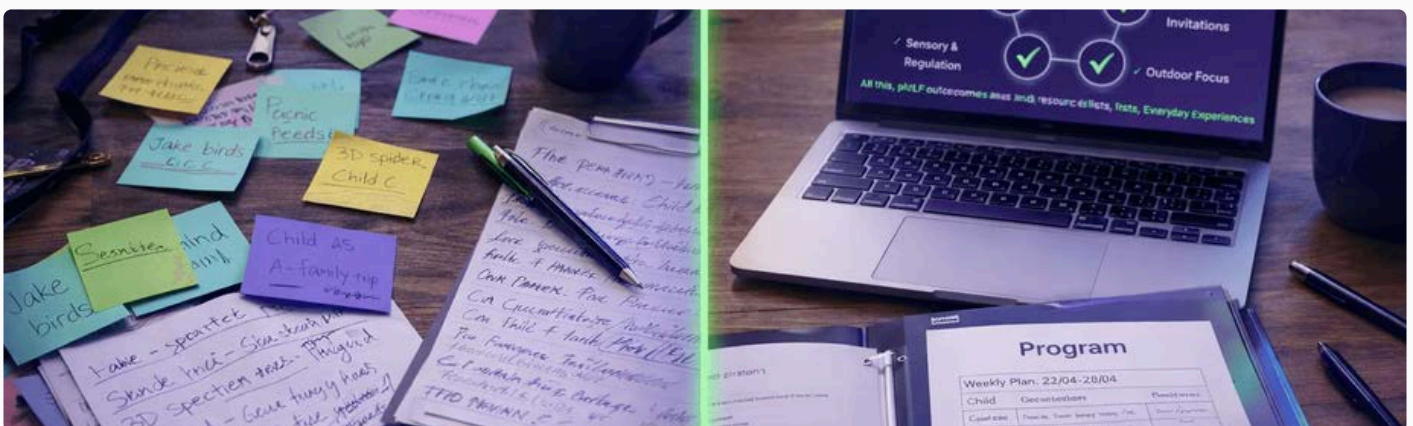
They work whether you're in the middle of term chaos, planning for a new year, or trying to catch up during a break. **The timing doesn't matter. The method does.**

The Method Problem, Not an Effort Problem

You're trying to do 2026 documentation with 2004 methods.

No amount of "time management" or "trying harder" fixes a method problem.

You need different tools.



Before You Go Any Further...

Think about **YOUR** planning cycle documentation right now. Be honest - no one sees this but you.

Where does your planning cycle feel like it breaks down the most?

Capturing observations (forgetting details, finding words)

Planning programs (blank page panic, where to start)

Reflecting & Extending Learning (skipping it because you're exhausted)

What causes the Sunday night panic for you specifically?

If you could fix ONE thing about your documentation load, what would it be?

Keep your answers in mind. In video episode 3, I'll show you exactly how to solve **YOUR** specific challenge.

Why "Just Using ChatGPT" Doesn't Work

You might be thinking: "Can't I just ask ChatGPT to write my observations?" You can. **But here's what I've noticed often happens...**

The Generic AI Problem When you type into ChatGPT or a similar AI:	The 'ECE Purpose Built' Difference When AI tools are built specifically for ECE:
It doesn't know Australian frameworks (EYLF, MTOP, Belonging Being & Becoming)	Knows Australian frameworks and asks EYLF-specific questions
It fabricates details it wasn't given	Only uses details YOU provide
It uses generic language that makes your documentation sound like everyone else's!	Captures your authentic educator voice and observations
It can't connect to YOUR children, YOUR resources, YOUR room context	Asks about YOUR space, resources, and specific children
It sounds like AI wrote it (because it did)	Sounds like you wrote it (because you guided it)
The Result? Documentation that could be about any child, in any service , anywhere in the world.	The Result? Personalised documentation that reflects YOUR professional knowledge

The Frameworks Work Either Way

Everything in this guide works whether you use AI or not. But if you've tried ChatGPT and felt disappointed, you'll understand why educator-specific tools make all the difference.

In the Video Series: Watch me type the exact same observation into ChatGPT and then into a Smartform built for ECE. ***The difference is startling...***and it's exactly why I built a closed garden instead of just teaching people to use generic AI.

Meet Your Specialist AI Helper Team...

Inside the AI Empowered Educators membership, you don't get one generic AI tool. You get a team of specialist helpers, each trained for a specific part of your planning cycle. Here's just a few of the most used ones:

AI Helper	Area of Expertise	What They Do
Nico the Noticer	Observations	Turns your rough jottings into professional observations in under 2 minutes... even observations from three days ago
Pippa the Planner	Weekly Programs	Creates complete, personalised weekly programs from your observations & knowledge of the child... in under 5 minutes
Raya the Reflector	Activity & Learning Reflections	Helps you reflect on what worked and plan what's next for each child.
Sammy the Summative	Assessments	Turns your month's worth of observations into comprehensive summative assessments
Leo the Linker	EYLF Connections	Links your activities to the right framework outcomes with explanations of the 'WHY'.

Each one understands early childhood education. Each one asks the right questions. Each one protects children's privacy.



AI Safety Essentials

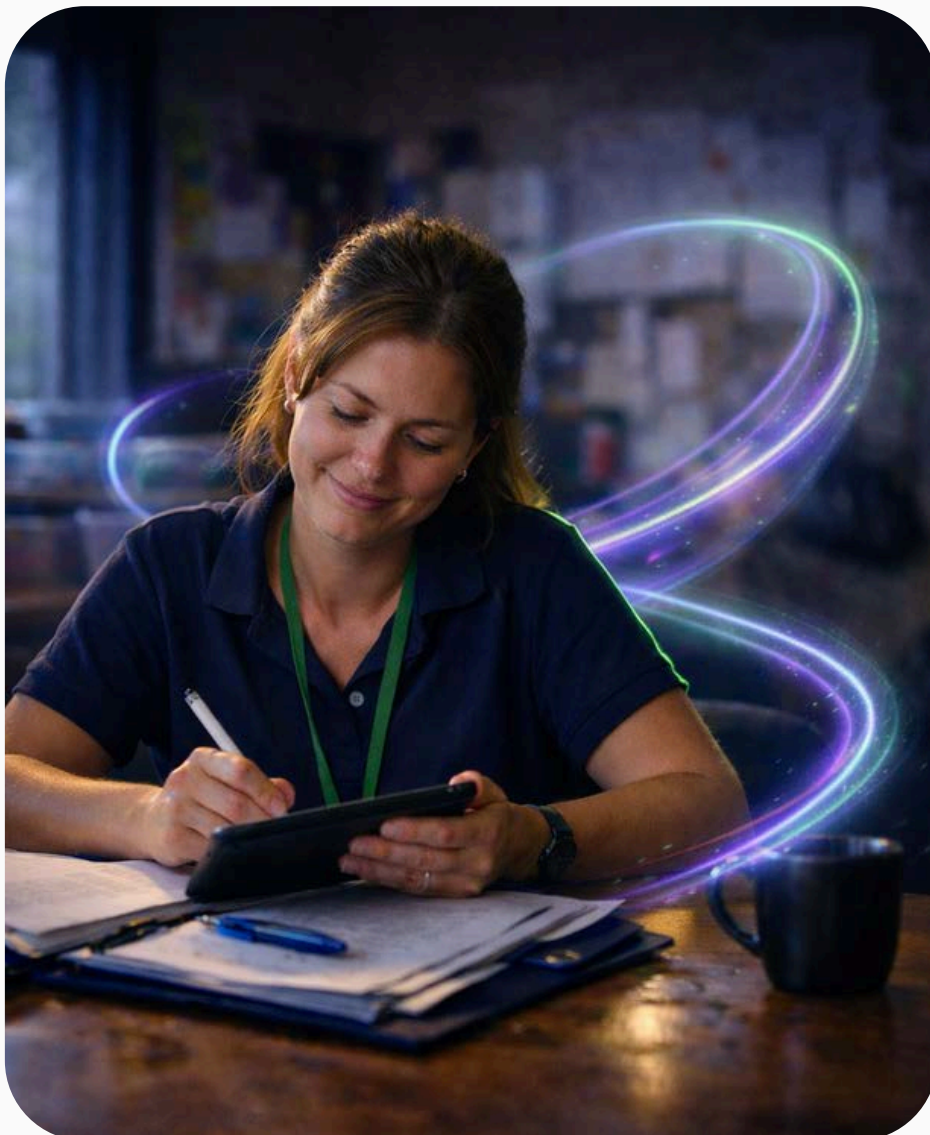
Right now, AI tools are everywhere. You've probably seen other educators or friends using ChatGPT, maybe even tried it yourself.

Here's what's happening in the Early Education sector right now:

- Some services have banned AI outright (fear-based policy)
- Others have no policy at all (educators using it secretly)
- Regulatory bodies are watching (A&R assessors asking questions)
- The sector is confused about what's ethical and what's not

This is why I teach AI safety BEFORE using the tools.

In the video series, you'll see exactly how I use AI safely. But whether you ever use AI or not, these rules apply to **ANY digital tool**...even your service's documentation app.



AI Safety Quickguide

Before you type anything into ANY AI tool, use this quick checklist to support best practice until you become more familiar with ethical AI use.

The Golden Rule of AI Safety for ECE

AI tools learn from data so it's important that we must never feed them information that could identify a child or family.



RED LIGHT - Never Enter Into Any AI Tool:

- Full names (use nicknames or initials like "Child A")
- Dates of birth (use age instead: "4 years old")
- Home addresses or parent contact details
- Specific medical diagnoses or medication names
- Photos with visible faces
- Service name or location details



GREEN LIGHT - Safe to Enter:

- Child's age (e.g., "22 months" or "4 years")
- Interests (e.g., "dinosaurs," "water play," "climbing")
- Activity descriptions (what happened during play)
- Developmental observations (what skills you noticed)
- Your intentional teaching strategies and reflections
- General questions about ECE practice



Write this on a sticky note for your desk:
"Could this information identify a specific child? If yes, don't type it."

Framework One - Capture meaningful observations in seconds.

The Noticing Formula

The hardest part of documentation isn't knowing what happened -it's finding the words later when you're exhausted and the moment has faded.

The Noticing Formula solves this. Instead of trying to write perfect sentences in the moment, you capture three quick ingredients. The "writing up" happens later.

The 3-Step Noticing Formula



1. Capture the **CONTEXT**

Set the scene by noting the essentials:

Where? Who? When?



2. Describe the **ACTION**

Objectively record what happened:

What was said? What did they do?



3. Analyse the **MEANING**

Connect the action to development:

Why did it matter? What learning was showing?

Give it a try for yourself...

Think of ONE moment from today or yesterday (or from your last week at work). Sticky notes are fine.

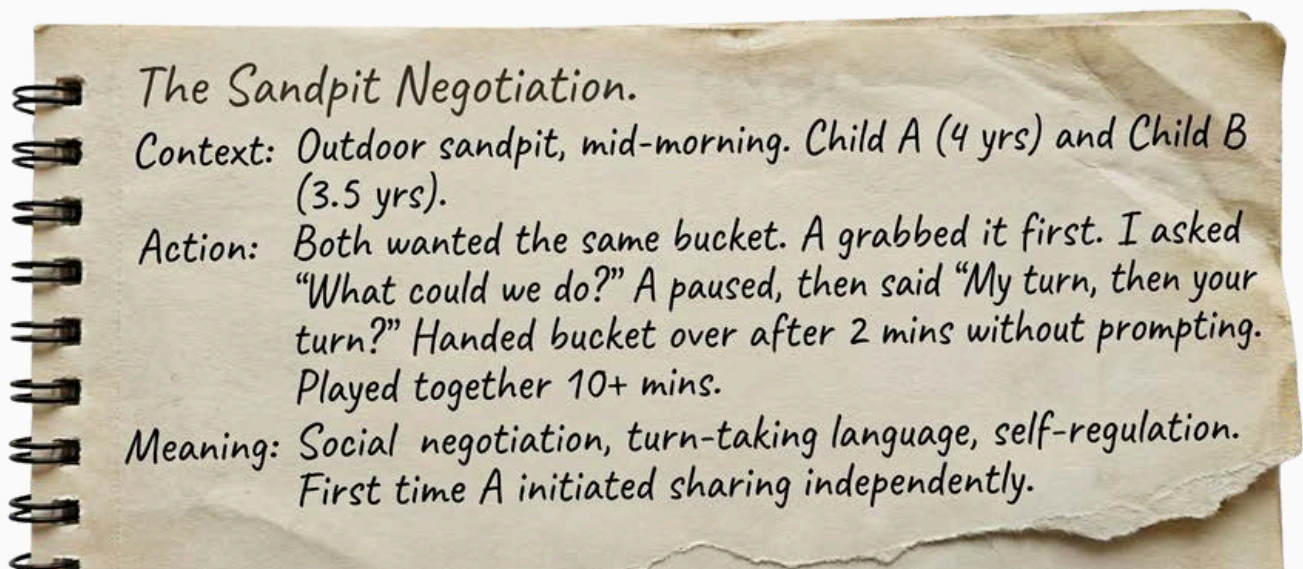
Don't write them up in full yet - you just want to capture just the 'raw ingredients'.

CONTEXT: (Where? Who? When?)

ACTION: (What happened? What was said?)

MEANING: (What skill or interest was showing?)

Here's what this looks like in reality:



Watch This In Action...



I demonstrate this exact framework step by step in Episode 1 of the video series.

You'll see:



The exact 6 questions Nico asks (way beyond "describe what happened")



The ChatGPT comparison (why generic AI makes up details)



How to keep observations safe while getting AI support



The "ingredients to cooking" workflow in real-time

Plus: The one question that turns a basic observation into evidence of deep learning.



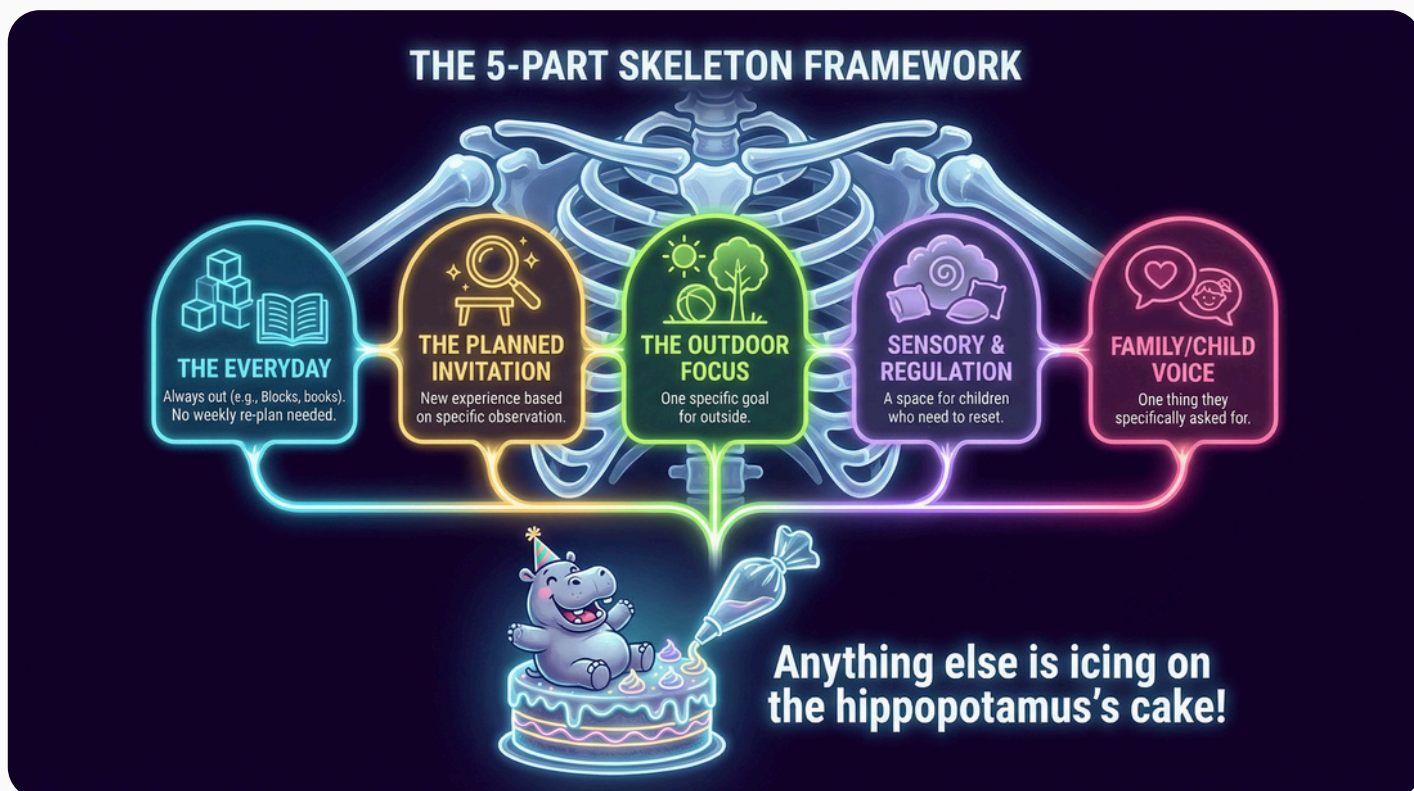
Ready to watch? Episode 1 is available now OR you can bookmark and watch when it suits you...the videos aren't going anywhere.

Framework Two - Writing quality weekly programs without the overwhelm.

The 5-Part Skeleton

You don't need to fill every box on a complicated template. You need five core elements. Hit these, and you have a quality program. Everything else is optional.

This is how you stop "Random Activity Syndrome"...filling boxes with Pinterest activities that have nothing to do with your observations.



- 1 **THE EVERYDAY** - What's always available? (Blocks, books, sandpit, playdough)
- 2 **THE PLANNED INVITATION** - What new experience responds to your observations?
- 3 **THE OUTDOOR FOCUS** - One intentional goal for outside play
- 4 **SENSORY & REGULATION** - A space for children to reset and regulate
- 5 **FAMILY/CHILD VOICE** - Something they specifically asked for or shared

Give the skeleton a try for yourself...

Fill in these five elements for your first week back (or practice with last week):

✓ You just planned a balanced week of activities in about 5 minutes. No Pinterest rabbit holes. No Sunday night panic.

① **THE EVERYDAY** (*What will always be available?*)

② **THE PLANNED INVITATION** (*What new experience connects to recent observations?*)

③ **OUTDOOR FOCUS** (*One goal for outside*)

④ **SENSORY & REGULATION** (*What calm/reset space will you offer?*)

⑤ **FAMILY/CHILD VOICE** (*What did a child or family share recently?*)

The Planning Bridge

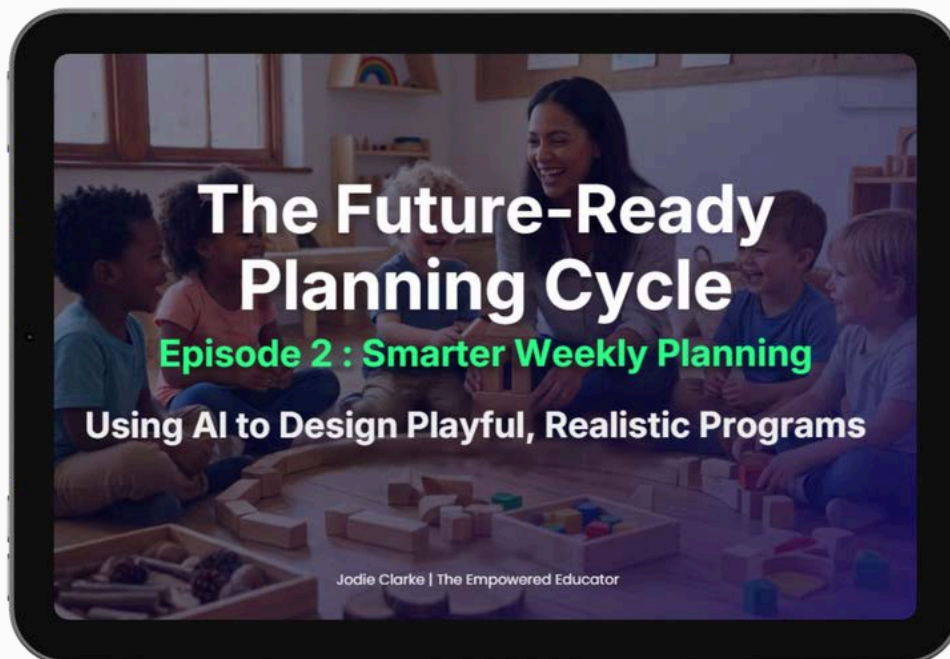
Every observation should answer two questions:

So What? → What does this tell me about the child's learning?

Now What? → What can I provide to extend it?

Your "Now What?" becomes your **Planned Extension.**

Watch This In Action...



I demonstrate this skeleton framework in [Episode 2 of the video series](#).

You'll see:



My actual planning template with all 5 parts filled in



How "Random Activity Syndrome" happens (and how to avoid it)



The Planning Bridge in action: observation → "So What? Now What?" → program



The AI Smartform that asks about YOUR resources, YOUR space, YOUR children

Plus: The "hidden 6th element" that makes EYLF connections automatic. *(This isn't in any textbook, but it will save you hours every week.)*



Ready to watch? Episode 2 is available now OR you can bookmark and watch when it suits you...the videos are there when you need them.

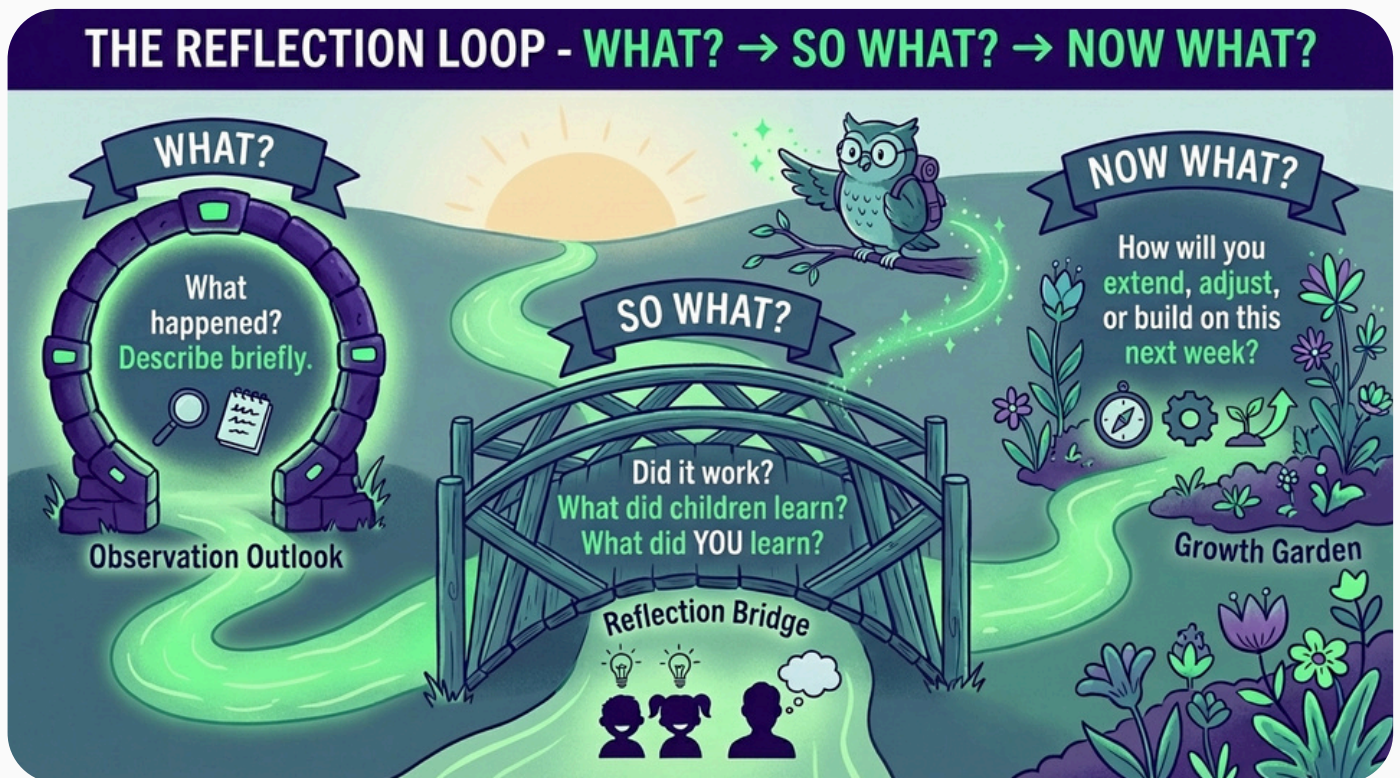
Framework Three - Stop starting from documentation zero every Monday.

The Reflection Loop

Friday comes. Some things worked, some didn't. You wipe the whiteboard, throw away the notes, and Monday? You start from scratch. Again.

This is "**The Weekly Wipe**" - and it's why documentation feels like it never ends.

The fix is simple: use Friday's reflection to write Monday's plan.



The Key...

Your "Now What?" answer **IS** your first activity for next week.

You didn't start from scratch. You extended on what happened. **That's closing the loop.**



Try a quick reflection using this framework now...

Choose ONE activity from your last week at work (or one you remember clearly):

① WHAT HAPPENED?

② SO WHAT? *(Did it work? What was learned?)*

③ NOW WHAT? *(What's next?)*

Your Summative Assessments Almost Write Themselves...

Here's what most educators don't realise... if you consistently complete quick weekly reflections throughout the term, you're building your summative assessment evidence without even trying.

Every **"So What?"** you document becomes dated evidence of a child's progress. By assessment or learning journal sharing time, you're not stressed and scrambling...you have a trail to draw from confidently.

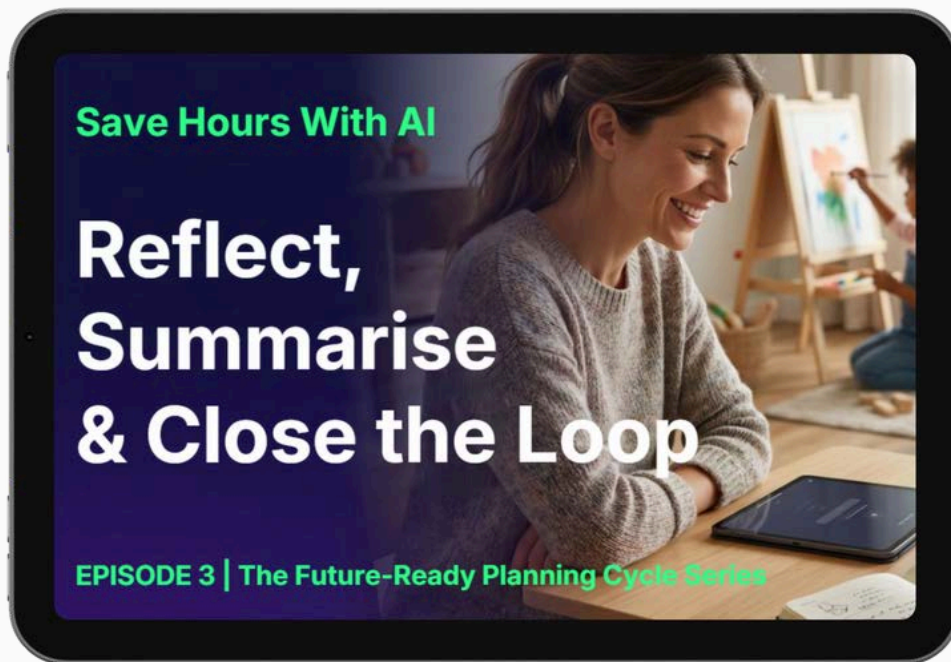
Think about it: If you did just ONE reflection like the one above each week for 10 weeks, you'd have:

- **10 dated observations of progress**
- **10 "what was learned" notes**
- **10 "what's next" extension ideas**

That's not just a reflection habit - that's your summative assessment, already written.






Using AI can make this process even more simplified and sustainable for you - **watch episode 3** to see how AI Helper Sammy works behind the scenes of the Summative Assessment Writer smartform to quickly organise and highlight what you've already captured...then return it as a completed report in less than a minute.

Watch This In Action...



I reveal how to make the most of this framework in **Episode 3 of the video series.**

You'll see:

-  How weekly 2-minute reflections build your summative assessment evidence
-  The "Evidence Trail Trick" that makes organising documentation easier
-  How to turn a few months worth of observations and notes into a comprehensive assessment (*watch this transformation...it's pretty amazing*)
-  Why ChatGPT makes things up to sound good vs. how Smartforms use YOUR actual evidence and knowledge of the child.
-  The folder/file organisation system that ends "Where did I write that down?"

Plus: How Friday's reflection writes Monday's plan for you (closing the loop!).



Ready to watch? Episode 3 is available now OR you can bookmark and watch when it suits you...the videos aren't going anywhere.

Your Next Steps with The Future Ready Planning Cycle

PATH 1: The Simplest Path

PATH 2: The Binge Path

PATH 3: "Come Back Later" Path

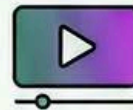


1. Pick Your Biggest Challenge

Start with the framework that solves your most immediate problem: **The Noticing Formula** for observations, **The 5-Part Skeleton** for weekly planning, or **The Reflection Loop** if you're starting from scratch each week.

2. Try It By Hand

Use the exercises in your guide to test out the framework once without any technology to see how it feels.



Watch All Three Episodes First

Some educators prefer to watch all the video content before they try the frameworks. That works too. **Choose the viewing pace that fits your schedule.**



3. Watch The Video

See the specific framework demonstrated in a real early learning context to understand the "why" behind it.



4. Connect All Three

The frameworks are designed to work together in a cycle: **Observe → Plan → Reflect**. Watch all episodes to see the complete cycle in action.



Option A: All at Once

Watch the full 60-minute series in one sitting if you have a block of time.



Option B: Over 3 Days

Watch one episode each day to break it up into smaller chunks.



Option C: Weekly

Watch one episode per week as you find the time.

“I’ll Come Back To This”

Reading this during a busy time? Perfect. There's no pressure to start right now.



Bookmark It For Later

This resource is here for you whenever you're ready. You're not "behind"—you're in control. You do YOU!

Your Pathway Forward...

Whether you binge watch all 3 videos today, or wait and watch one at a time on demand when it suits you...they're ready when you are.

But I want to make sure you don't miss two things that can help you right now:

Check Your Email

If you opted in for the special video registrant only offer of the **Instant Observation Writer Kit (for \$17)**, you already have access to:

- ✔ A lite version of the Observation Writer Smartform
- ✔ Interactive practice tools for each framework
- ✔ Ready-to-copy and use AI prompts
- ✔ The Privacy Pocket Guide

This gives you a head start while you work through this guide. Even if you only use the **Noticing Formula practice tool**, you'll walk away with clearer, more meaningful observations.

Haven't grabbed the Instant Observation Writer Kit yet? As a video series registrant, you have exclusive access to unlimited uses for just \$17 (normally only available inside the membership). Check your welcome email for the special link.

The diagram illustrates a three-step process for using the Observation Writer app:

- Quick Dot Points**: Casual notes written quickly. The screenshot shows a list of observations: "Charlie played with Thomas. & Lily.", "Worked together in the sandpit to build a sandcastle.", "Took turns using the buckets and was patient waiting for his turn.", and "Said 'We need a flag!' when it was nearly finished."
- Simple Input Fields**: Enter details, tap Next Step. The screenshot shows a form with fields for "Child's Nickname" (Charlie), "Date of Birth" (dd/mm/yyyy), and "Date of Observation" (18/12/2025). A "Next Step" button is visible.
- Polished Observations**: Turn your notes into professional observations. The screenshot shows a "Professional Observation" card with a narrative: "Today in the sandpit, Charlie collaborated with Thomas and Lily to build a sandcastle. Charlie demonstrated skills in teamwork and turn-taking as he patiently waited for his turn to use the buckets. He also showed creativity by suggesting 'We need a flag' once they had nearly finished building." A green checkmark indicates it is "Linked to EYLF Outcome 1".

A woman with glasses and a lanyard is shown holding a tablet that displays the "Anecdotal Observation Writer" app interface, which includes fields for "Child's Nickname", "Date of Birth", "Date of Observation", "Observer Name", and "Miss Name".

Ready for Ongoing Step by Step Support?

After Episode 3, you'll have everything you need to decide if ongoing AI support is right for you. By then, you'll know:

- ✓ The frameworks that work with or without technology
- ✓ What ethical AI support actually looks like in practice
- ✓ Whether the AI Empowered Educators membership fits your specific needs

The membership gives you access to the **full Helper Team** (Nico, Pippa, Raya, Sammy, and more) plus training tutorial videos, community, and regular updates so you're always in front.

Two options for you:

Monthly - \$29/month - Full unlimited AI tool use and video access, cancel anytime

Annual - \$197/year (~\$3.79/week) - Includes extra bonus tools access to The Evidence Vault for simpler compliance paperwork and Maisie the Inclusion Assistant

No pressure. I'll share full details at the end of Episode 3, and you can decide what's right for you. [The membership isn't going anywhere](#), and neither is your access to these frameworks.

Where You Are Right Now

You have three very effective frameworks to use:

- 👁️ **The Noticing Formula** - Capture observations in seconds
- 🦴 **The 5-Part Skeleton** - Plan balanced weeks without overwhelm
- 🔄 **The Reflection Loop** - Stop starting over from scratch every Monday

You've practiced each one in this guide. You know they work.

The question isn't whether these frameworks are helpful - you've already seen they are.

The question is: do you want to keep using them alone, or with support?



What Happens Next is Your Choice

If you want to:

- ✔ Use the frameworks manually with sticky notes and templates → That's brilliant. You'll still save time.
- ✔ [Try the Instant Observation Writer Kit](#) and see how AI support feels first → Perfect. That's what it's for.
- ✔ Watch the videos and decide if the full membership makes sense → Excellent. Episode 3 will help you decide.
- ✔ Take this guide, bookmark the videos, and come back when you're ready → Absolutely fine. This is all here whenever you need it.

There's no wrong answer - and no expiry date on these resources.

Over the next few days, you'll now receive:

- 📁 Links to access and watch the three video episodes online
- 📁 Follow up emails from me with tips to get the most out of these core frameworks and additional strategies I'll give you in each episode.
- 📁 Information about how you can get inside the [AI Empowered Educators membership](#) too (in case you want to make things even easier for yourself)

That's it. No overwhelm. No daily pressure to join me. Just practical support as you work through the frameworks.

If the membership isn't right for you, there will honestly be no hard feelings - you can unsubscribe anytime, and you'll still have this reset guide, tips from the videos and the frameworks you've learned.

You deserve to leave work at work in 2026, and I'm here to support that.

Whether it's with these free frameworks, the Observation Writer Kit, or the full membership - you choose what feels right. [Let's get started...](#)



Jodie

Go from AI-Curious to AI-Confident



You've just learned three frameworks that genuinely work. Now here's the question... would having AI support make them even easier to use? I get it though... it's easy to feel overwhelmed by all the 'tech' talk.

That's why I'm here... to make sure you don't have to figure it all out alone!

The AI Empowered Educators Membership was created especially for time-poor educators just like you. It's not about learning tech skills; it's about giving you practical, ethical AI tools and solutions that genuinely save you time on paperwork & leave you feeling empowered...not overwhelmed in your role.

Here's 3 of the most helpful resource supports you get instant access to when you join:



YOUR 24/7 ECE MENTOR

Get **instant, expert answers.** Ask our AI Assistants (like Dottie Documentation or Ellie EYLF) to **help you link learning, get activity ideas, or guide your reflective practice.** No more guesswork.



EASY VIDEO GUIDES

Build your confidence with simple, step-by-step videos. You'll see exactly **how to use AI to ethically and easily save time** on your planning and documentation. No tech anxiety, just practical help



DONE FOR YOU WRITER

This is the ultimate time-saver! Just add your brief notes into a simple form, **click a button, and our Smartforms will write** your professional learning story, summative assessment, or plan for you. **No prompt-writing needed.**



See How It Saves You Time

