



## DAILY ROUTINE AND CLASS MANAGEMENT CHECKLIST

Use this checklist to develop a daily routine that can be used for every class.

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### Before each class, be sure you have the following items so you arrive prepared:

- Pen/pencil/highlighters
- Paper
- Device (laptop)
- HOMEWORK
- Textbook or reading novel (if necessary)
- Binder
- Agenda/planner

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### When you walk into the classroom, you should:

- Check the board for new homework.
- Write in your agenda any assigned homework.
- Check the board for upcoming assessments (formative and summative).
- Write in your agenda all upcoming assessments.
- Complete your class warm-up.
- Engage in class (this can include participating in class discussions or asking questions to the teacher during individual work time).
- Write in your agenda any work that needs to be completed as a result of unfinished work during class.
- Pack-up all materials neatly (try to stay as organized as possible).

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### What to do after school:

- Take a break (approximately 30 minutes; try to stay off the phone and no TV!).
- Have a snack.
- If you think you're missing an assignment, open the OneNote Notebooks for that class and check the listed assignments.
- Review assignments written in your paper agenda.
- Complete your homework, especially Math.
- Begin studying for tests/summative assessments 3-5 days in advance.

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### Tips for staying on track at home:

- Check your class OneNote notebooks every Sunday and plan for the week.
- Write down any important dates in your paper agenda.
- Check your grades in Infinite Campus at least once per week (start with Sundays).
- E-mail your teachers if you have questions about assignments.
- Plan to attend morning study sessions when you need help and e-mail your teacher in advance to let him/her know when you will attend that study session.
- If you have questions about classwork/homework/other assignments or projects, write down your questions and bring them to your study sessions.