

[Insert Student Name]

Week Of:

### Planning Checklist

Daily

Task	M	T	W	Th	F	Su
Check your school email						
Check the Google Classroom To Do List and Calendar						
Check individual classes for anything important (e.g., upcoming tests, assignments, projects)						
Add anything new to your Important Dates Table						
Make a Homework Plan for the day						
Make/Adjust your Homework Plan for long term projects/tests						
Celebrate!!						

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Week Of:

Weekly (Identify the day of the week this will be completed: \_\_\_\_\_ )

Task	✓
Clean out your backpack	
Check Google Classroom for missing assignments	
Click submit on any assignments that were already turned in	
Check PowerSchool to make sure grades look accurate	
Contact any relevant teachers regarding missing assignments or grades	
Label and Date next week's Planning sheet	
Make a Homework Plan to complete any missing assignments	
Complete weekly reflection	
Celebrate!!	

### **Weekly Reflection**

- **How did my plan work this week?**
  
- **Did my grades on assignments meet my goals?**
  
- **What, if anything, do I need to change about my homework routine to meet my goals?**

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## Reward Ideas

Developing new habits is difficult for everyone. Think about how many people make New Year's Resolutions and do not stick to them. To help yourself get on track with using the new system, consider how you will recognize your accomplishment of using a new system consistently. Brainstorm ideas for daily, weekly, and quarterly rewards that can be provided based on using your new system.

### Ideas for small daily rewards

### Ideas for weekly rewards

### Ideas for quarterly rewards