

Sample Daily & Weekly Checklist

Daily

- ☐ Look over completed assignments:
 - ☐ Named according to assignment name and saved in the class Google Folder
 - ☐ Turned in on Schoology (check to make sure there is a small paper icon next to the assignment)
 - ☐ Printed out and physically placed into binder on left-hand pocket
- ☐ Organize physical materials
 - ☐ Hole punch loose papers and place in your folders
 - ☐ Organize papers behind dividers
 - ☐ Charge electronics daily
- ☐ Check school email
 - ☐ Respond to teacher emails
 - ☐ Write down any action items

Weekly

- ☐ Enter weekly meetings in calendar/planner
 - ☐ Teachers
 - ☐ Student support
- ☐ Look at Schoology for the next week
 - ☐ Enter study sessions for assessments
 - ☐ Break down large assignments/projects - create study sessions in calendar/planner
- ☐ Go through class gradebooks
 - ☐ Check for any missing work
 - ☐ Click bubbles next to graded work to view teacher feedback and write down any action items
 - ☐ Write down missing work in calendar/planner