Daily Checklist

	Monday	GꞬC		*Add your 6 subject names in the row below.				
	Check Gmail							
	In each course (add course names in the row to the right):							
requires about 1 hour each class	✓ Read news items							
	✓ Grades > Read feedback							
	✓ Go to Pacing Guide							
	✓ Read/take notes/study lesson							
	✓ Review as needed							
	✓ Complete assignments							
	✓ Save to Folder							
	✓ Submit (DB, SW, Quiz, etc.)							
	Check Gmail							

	Tuesday	GꞬC		*Add your 6 subject names in the row below.				
	Check Gmail							
	In each course: (add course names in the row to the right):							
requires about 1 hour each class	✓ Read news items							
	✓ Grades > Read feedback							
	✓ Go to Pacing Guide							
	✓ Read/take notes/study lesson							
	✓ Review as needed							
	✓ Complete assignments							
	✓ Save to Folder							
	✓ Submit (DB, SW, Quiz, etc.)							
	Check Gmail							

Notes: When reviewing the course schedule, look for any overdue assignments. Begin the lesson in your hardest subject either first or second in the morning. Work all the way through each course before moving on to another course. Takes notes as necessary in each course. Remember that each lesson should take you about an hour to complete; that means you are reading EVERY WORD, watching video clips, following links, and taking notes to learn the material being presented. Take a short 15-20 minute break after completing two courses. Never skip around from one course to another – finish all the lessons and tasks assigned for the day in that subject before you move on. Contact your teacher via phone, email, or text as needed. It's helpful to write down start and stop times for each course to see how long you're working.

	Wednesday			G&C	*Add your 6 subject names in the row below.				
	Check Gmail								
	In each course: (add course names in the row to the right):								
requires about 1 hour each class	✓ Read news items								
	✓ Grades > Read feedback								
	✓ Go to Pacing Guide								
	✓ Read/take notes/study lesson								
	✓ Review as needed								
	✓ Complete assignments								
	✓ Save to Folder								
	✓ Submit (DB, SW, Quiz, etc.)								
	Check Gmail								

	Thursday			G&C	*Add your 6 subject names in the row below.				
	Check Gmail								
	In each course: (add course names in the row to the right):								
requires about 1 hour each class	✓ Read news items								
	✓ Grades > Read feedback								
	✓ Go to Pacing Guide								
	✓ Read/take notes/study lesson								
	✓ Review as needed								
	✓ Complete assignments								
	✓ Save to Folder								
	✓ Submit (DB, SW, Quiz, etc.)								
	Check Gmail								

	Friday			G&C	*Add your 6 subject names in the row below.				
	Check Gmail								
	In each course: (add course names in the row to the right):								
requires about 1 hour each class	✓ Read news items								
	✓ Grades > Read feedback								
	✓ Go to Pacing Guide								
	✓ Read/take notes/study lesson								
	✓ Review as needed								
	✓ Complete assignments								
	✓ Save to Folder								
	✓ Submit (DB, SW, Quiz, etc.)								
	Check Gmail								