

Daily Checklist to help you Organize Your Remote Learning

Follow the steps below to help you keep organized. Use this checklist every day to help you stay organized.

Steps

Check Off

1. Take the first 15 minutes of your day to set up your work schedule.

2. Look at your Assistant Principal's Classroom and fill out the daily attendance first!

3. Look at your normal school schedule- What classes do you have today? Check each of those classes in Google classroom- Look on the STREAM AND CLASSWORK.

4. Look to see if you have any assignments in the following classes. If you do place a check in the box.
 - Math**
 - ELA**
 - Science**
 - Social Studies**
 - Foreign Language**
 - Arts**
 - Computer Science**
 - Mindfulness**
 - Study Skills**
 - Physical Education**
 - Health**

5. Do you have any meetings today? Check off which classes have a meeting and write what time it is at.
 - Math** _____
 - ELA** _____
 - Science** _____
 - Social Studies** _____
 - Foreign Language** _____
 - Arts /Health/Computer Science/Mindfulness/Study Skills** _____

6. In order to get started with your work consider these questions:
 - Do you want to start with the easiest subject so you can complete the activity and then move on to the more difficult assignments?

OR

 - Do you want to start with the most difficult since your brain is fresh and ready for a challenge?

7. **Once you complete these steps you are ready to begin.**
Remember you got this! You are SMART and STRONG and can do this work! Have a great day!