

DAILY AFTER SCHOOL CHECKLIST

Directions: When you complete an item on the checklist, move the sticky note from the not completed column to the completed column and give yourself a pat on the back!

| What I need to do: | Not completed | Completed! |
|--|---------------|------------|
| 1. Are all assignments thoroughly written down in my agenda? | | |
| 2. Check off assignments in agenda that are already completed (they <u>must</u> be in the correct binder or folder!) | | |
| 4. Complete the rest of the assignments and check them off in agenda. (Keep them in their binder or folder!) | | |
| 5. Check that my name is written on all of my work. All work is done thoroughly and to the best of my ability. | | |
| 6. Final review with _____: <ul style="list-style-type: none">• Show completed work in HW binder• Any forms to sign? Important reminders? | | |
| 7. Pack backpack: <ul style="list-style-type: none">• check all work areas for forgotten work• pack HW binder, agenda, etc. | | |