

Daily Checklist

Study Skills Handbook

WAKE-UP ROUTINE

- Wake-up and get some sunshine so that your body clock wakes up.
- Say hi to the family and pets. Be glad that you don't have to travel to school!
- Have a decent breakfast.
- Get dressed. Some schools require uniform, other schools just want neat, appropriate clothing.

GETTING READY FOR ONLINE LEARNING

- At least 10 minutes before the first lesson, check your emails / online noticeboard, online learning system – wherever the announcements for your school will be.
- Put your phone away out of site or activate blocking software.
- Remove other distractions.
- Turn your computer on and open the software or web pages or Apps you need and test they are working.
- Get any books you might need ready and have your note pad or to do list ready.

DURING THE DAY

- Stand and stretch at least at the end of each 'lesson' but more if you need it. Every 15 minutes or so.
- Drink lots of water throughout the day. Fill a water bottle, have it on your desk and challenge yourself to drink at least 3 water bottles throughout the new school day.
- Rest your eyes by regularly looking away from the screen, blinking, or focusing on something more distant.
- Keep a list of things you need to do or homework the teacher sets or things you need to complete or upload.

THAT NIGHT

- After you have had a break, time to go through your checklist and complete any of the work you need to do that night.
- Then see if there are any assignments or longer projects you need to work on. Senior students will also need to work on study notes and major works.
- Check your emails before you stop work, just to see if there are any other communications from the school.
- Tidy everything up so it is ready to go in the morning.