

# Daily Student Checklist

A daily student checklist that turns each school day into a simple, repeatable routine.

## Morning prep

- Get up with enough time to avoid rushing.
- Eat breakfast and drink some water.
- Check your planner for today's classes and deadlines.
- Confirm your bag has the books and materials you need.
- Bring any homework or assignments due today.

## In class

- Arrive on time and ready to learn.
- Put your phone away to stay focused.
- Take clear, organized notes.
- Ask questions when something is unclear.  
Asking in the moment saves hours of confusion later.
- Write down every assignment and its due date.

## Homework and study

- Start with the hardest or highest-priority task.
- Work in a quiet spot free of distractions.
- Take short breaks to stay fresh.
- Complete each assignment and check it off.
- Ask for help if you get stuck for too long.

## Review the day

- Reread today's notes while they are fresh.
- Summarize the key points in your own words.
- Flag anything confusing to ask about tomorrow.
- Add new tasks and due dates to your planner.

## Prep for tomorrow

- Check tomorrow's schedule and deadlines.
- Pack your bag with everything you need.
- Lay out clothes and lunch if that helps your morning.
- Set an alarm that gives you enough time.
- Get to bed early enough for a full night's sleep.