

# Homework Checklist

A homework checklist to capture, plan, do, check and submit every assignment on time.

## Capture every assignment

- Write down each assignment as soon as it is given.
- Note the subject and exactly what is being asked.
- Record the due date and the format required.
- Check the class portal or board for anything you missed.
- Confirm where and how each task must be submitted.

## Plan your homework time

- List today's tasks and roughly how long each will take.
- Order them by deadline and difficulty.  
*Tackle the hardest task while your focus is fresh.*
- Break big assignments into smaller steps across days.
- Set a start time and a realistic finish time.
- Gather the books, notes and tools you will need.

## Do the work

- Reread the instructions before you begin each task.
- Put your phone away and remove distractions.
- Work on one assignment at a time until done.
- Take a short break between tasks to stay fresh.
- Note any questions to ask your teacher if you get stuck.

## Check your work

- Confirm you answered every part of the question.
- Proofread for spelling, grammar and clear handwriting.
- Check calculations or facts a second time.
- Make sure the format matches what was asked.
- Put your name, date and class on the work.

## Submit and pack up

- Submit online work and confirm it uploaded successfully.
- Pack any printed work into the right folder or bag.
- Cross off each finished task in your planner.
- Note anything still due tomorrow or later in the week.
- Pack everything you need for the next school day.