

# Student Checklist

A student checklist of daily and term essentials to stay organized and on top of school.

## Start of term setup

- Collect the syllabus or course outline for every class.
- Add all exam dates, project deadlines and breaks to one calendar.
- Buy or borrow required textbooks and materials for each course.
- Set up a binder, folder or digital notebook per subject.
- Save teacher and classmate contact details or class group chats.
- Note office hours, library hours and tutoring options.

## Daily school essentials

- Check today's class schedule and what is due.  
Glance at your planner the night before too.
- Pack textbooks, notebooks and any homework to hand in.
- Bring pens, pencils, charger and calculator if needed.
- Refill your water bottle and pack a snack or lunch.
- Add any new assignments from today into your planner.
- Charge your laptop and phone the night before.

## Assignments and deadlines

- Write down every assignment the moment it is set.
- Note the due date and an earlier personal start date.
- Break large projects into smaller steps with mini-deadlines.
- Check off tasks only once they are submitted.
- Confirm how and where each assignment must be turned in.
- Keep copies or screenshots of submitted work as proof.

## Study and review habits

- Review the day's notes for 10 to 15 minutes each evening.
- Schedule a regular weekly study block for each subject.
- Use active recall and practice questions, not just rereading.
- Ask questions in class or at office hours when stuck.
- Plan revision well before exams instead of cramming.

## Organization and tools

- Keep one planner or app as your single source of truth.
- File loose handouts and graded work where they belong.
- Back up digital notes and assignments to the cloud.
- Tidy your bag and desk at the end of each week.
- Replace pens, paper and supplies before they run out.

## Health and self-care

- Aim for a consistent bedtime and enough sleep on school nights.
- Eat regular meals and keep healthy snacks on hand.

- Build in short breaks during long study sessions.
- Get some movement or fresh air every day.
- Reach out to a friend, family member or counselor if overwhelmed.