

# Planner Checklist

Check to see if your planner has the following...

- ☐ 1. All subject names are listed for the week (Hint: Digital planner? Use the "reoccurring" event option. Then when you update with homework, click "This event only")
- ☐ 2. Each subject has an assignment listed or is marked as NH or No Homework
- ☐ 3. Completed assignments are crossed out or have a check next to them.
- ☐ 4. After-school activities are noted.
- ☐ 5. Tests, quizzes, and long-term project due dates are recorded.
- ☐ 6. Homework on previous days has been prioritized by noting which assignments should be completing first.
- ☐ 7. Homework that requires a book be taken home or where you need supplies is noted.
- ☐ 8. Each homework assignment is detailed, including page and problem numbers when needed.