

# Daily Online Learning Prep

## Get all materials

- Binder
- Textbooks and workbooks
- extra paper
- pencil box
- notecards
- earbuds or headphones for laptop
- charger for laptop

## Set the environment

- make sure laptop is charged (charge if needed)
- log on a few minutes early
- turn off distractors like TV or phone
- make sure you have a comfy chair
- make sure you have good lighting to see your work
- close doors to others rooms if needed to control extra noise
- have your backpack close by so you have anything you may need