

# ***EVENING CHECKLIST***

## **ORGANIZE**

Empty Book Bag  
File Loose Papers

## **PRIORITIZE**

Review Assignment Book  
Decide What Is Most Important

## **STUDY**

***Minimum 45 Minutes***

Complete Homework Assignments Due Tomorrow  
Review Materials for Upcoming Tests

## **READ**

***Minimum 25 Minutes***

Accelerated Reader  
Other Required Reading  
(Take notes as you read!)

## **REVIEW**

Double-Check Assignment Book  
Get Progress Reports/Papers Signed  
**File Your Completed Work & Signed Papers**  
**Be Sure You Are Prepared for Class**

## **PACK**

**What Do You Need For Tomorrow?**

SUPPLIES - assignments, progress reports,  
textbooks, folders, notebooks, library books

MONEY - lunch, library fines, snack, fees

CLOTHES/ SHOES - gym, practice, after school

FOOD/ DRINK - lunch, class party, before game

**PUT IT ALL IN A DESIGNATED AREA  
TO BE  
READY FOR THE MORNING RUSH!**