**Daily Checklist**

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| --- | --- | --- | --- |
| **Focus** | **Process** | **Completed √ ×** | **A comment for planning** |
| Dressed and ready | Hutchins uniform (formal, sport etc.) on - optional |  |  |
| Overview plan (By 8.30am) | Login to Rory – review my calendar schedule for today |  |  |
|  | Login to Microsoft Teams – check messages |  |  |
|  | Check my planning from last night |  |  |
|  | Write down what do I hope to achieve today? |  |  |
|  | Are my teachers connecting with me today? When? |  |  |
| Check in with mentor (8.30am – 8.40am) | Open Microsoft Teams and acknowledge with your mentor that you are online. |  |  |
| Commence work  | Work through the timetabled lessons and tasks. |  |  |
| **Period 1 (8.45am - 9.35am)** | (Add my plan here) |  |  |
| **Period 2 (9.35am - 10.25am)** | (Add my plan here) |  |  |
| Break for morning tea | Exercise and/or eat. Do something to refresh you like play an instrument/read a novel etc. |
| Return from morning tea | Set a goal for how much work to achieve before the break at lunchtime. |  |  |
| **Period 3 (10.50am - 11.40am)** | (Add my plan here) |  |  |
| **Period 4 (11.40am - 12.30pm)** | (Add my plan here) |  |  |
| Break for lunch | Following the School’s schedule this will be both lunchtime and mentor time. Exercise and/or eat. Do something to refresh you like play an instrument/read a novel etc. |
| Commence work |  |  |  |
| **Period 5 (1.50pm - 2.40pm)** | (Add my plan here) |  |  |
| **Period 6 (2.40pm – 3.30pm)** | (Add my plan here) |  |  |
| Afternoon reflection time | Did I achieve all I intended to today? What needs to do planned for tomorrow? Do I need to continue with this for homework? |  |  |
|  | Do I need to communicate with my teachers to submit work or ask questions? |  |  |
|  | Was my learning successful today? What distracted me? *(Score from 1 to 10 - with 10 being outstanding)*  |  | Write your score here |
| Planning for tomorrow | What do I need to prepare for tomorrow? |  |  |
|  | Design the plan and write it down.  |  |  |
| Have an extended break for the afternoon. Do something to refresh you like play an instrument/read a novel etc. |
| Homework (from a time of my choosing) |  |  |  |