

# BACK TO SCHOOL CHECKLIST

SIMPLE STEPS FOR ORGANIZATIONAL SUCCESS

☒ DONE!

## THE NIGHT BEFORE...

- ☐ Pack your lunch in advance
- ☐ Check your agenda/ electronic calendar
- ☐ Check your schedule for the next day
- ☐ Find your shoes and socks
- ☐ Set out your clothes
- ☐ Prepare your gym uniform (if needed)
- ☐ Get backpack
- ☐ Load school supplies for the day (i.e. pencil case, papers, personal hand sanitizer bottle, etc.)
- ☐ Recharge your devices/laptop and put your earphones in your case.
- ☐ Make sure your homework/study is done
- ☐ Plan healthy breakfast
- ☐ Set up the alarm
- ☐ Go to the bed early



## IN THE MORNING, before you leave...

- ☐ Do your usual morning routine (shower, brushing your teeth, etc.)
- ☐ Get dressed
- ☐ Have breakfast
- ☐ Re-check your daily schedule
- ☐ Pack your charged devices/laptop and the charging cord in your bag with your earphones
- ☐ Make sure you have your mask for the day (Maybe an extra one... Just in case!)
- ☐ Do a last-minute check-up of your backpack to make sure you have everything
- ☐ Finalize your lunch
- ☐ Make sure you have the following items before you leave:
  - Backpack (with devices/laptop/earphones)
  - Lunch
  - Mask
  - Gym Uniform
  - House Key (if needed)

