

My Daily Checklist

Check each box when it is done. **Look** at the empty boxes on Friday: they show what to work on next week.

Every day	Mon	Tue	Wed	Thu	Fri
Start: Materials out before the bell.	☐	☐	☐	☐	☐
Start: Read the agenda or warm-up.	☐	☐	☐	☐	☐
Start: Begin the warm-up on my own.	☐	☐	☐	☐	☐
During: Each assignment and due date in my planner.	☐	☐	☐	☐	☐
During: Break a big task into a first step.	☐	☐	☐	☐	☐
During: Stuck? Check my notes, then ask.	☐	☐	☐	☐	☐
End of day: Planner check: what is due tomorrow?	☐	☐	☐	☐	☐
End of day: Pack what I need for homework.	☐	☐	☐	☐	☐
End of day: File loose papers in the right folder.	☐	☐	☐	☐	☐
Materials: Pen or pencil, notebook or paper.	☐	☐	☐	☐	☐
Materials: Device charged (if I use one).	☐	☐	☐	☐	☐
Materials: Finished homework in my folder.	☐	☐	☐	☐	☐

My goal this week: _____

Daily Checklist: Teacher Guide

A self-monitoring tool for students who know what to do but lose track of when. It works best in a binder pocket or taped inside a planner, one page per week.

1**Set it up together.**

Cross out rows that do not apply and add one the student needs. Let the student choose the weekly goal.

2**Check it with the student at first.**

A quick check at the end of the day for the first two weeks. Notice what is checked before what is missing.

3**Move to self-checks.**

The student checks alone; you spot-check twice a week, then once a week.

4**Fade the rows.**

When a row is checked every day for two weeks, cross it out: it has become a habit. Keep only the rows that still need a reminder.

5**Fade the page.**

When only two or three rows remain, move them to a sticky note in the planner, then to the student's own list.

Keep it private and neutral: the page is the student's record, not a behavior chart. Mature wording, no stickers or points needed.

My Task Checklist

Name _____ Date _____

One small step at a time. Check each box when it is done.

☐ **Write down what the task is**

☐ **Get what I need (pencil, notes, charger)**

☐ **Start: do the first small step for 5 minutes**

☐ **Set a timer for ____ minutes and keep going**

☐ **Check my work against the directions**

☐ **Put it where I will not forget it**

☐ **Take a short break, then pick the next task**