



Daily Checklist for Lanphier Students



- Eat breakfast so you can focus on your learning for the day.***
- Get dressed appropriately so you are ready for your Zoom classes.***
- Check your school email before your first period class. Respond to any emails that need a response. Delete any emails that you do not need anymore to keep your inbox clean.***
- Make sure you have any supplies in a low-distraction work area that you may need for your learning for the day.***
- Be logged onto your computer and in your first hour Canvas course by 8:15am so you are ready by 8:24 am when the first class starts.***
- Follow your schedule throughout the day, engaging in your Zooms and your independent work. BE ON TIME for your classes!***
- Take your scheduled lunch break away from your work area to give your brain a break.***
- Write down any work that you need to complete, due dates, or important events in a planner or on a calendar.***
- Check your school email at the end of the day. Respond to any emails that need a response. Delete any emails that you do not need anymore to keep your inbox clean.***
- At the end of the day when you are done with your work, make sure your device is charging so it is ready for the next day.***
- Clean up your work area when you are done so you can remain organized and focused when remote learning.***