

# “Getting Things Done & Having Fun” Weekly Checklist

Week of \_\_\_\_\_

## 5 Main Tasks to a Successful Week

1. Morning Routine Complete (i.e. woke up on time (set an alarm), wash face, brush teeth, arrive to my work-space 15 minutes before class starts to check what assignments will be discussed today, put away electronics, turn on the light, and say “I can do this; I will be successful”).
2. **Completed Morning Work** (Write down assignments & Check off task when completed) – Use a separate sheet of paper or a journal to write down daily.)

Task(s)	Time (Assigned Start – Finish)
<input type="checkbox"/> <input type="checkbox"/>	

3. Stayed Focus and on Task (No more than 1-2 re-directions) Positive affirmation to have student to say when off-task: “I’m amazing, and I can get my work done” Take a 5 deep breaths and get back to work.
4. **Completed Afternoon Work** (Check off task when completed) - (Write down assignments & Check off task when completed) – Use a separate sheet of paper or a journal to write down daily.

Task(s)	Time (Assigned Start – Finish)
<input type="checkbox"/> <input type="checkbox"/>	

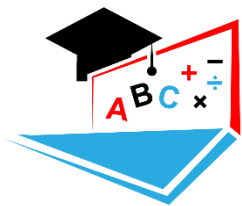
5. End of day Student Reflection: Did I work to the best of my ability today and use my time wisely to complete assignments and prepare for upcoming tests? Why or Why not?

**Parent/Guardian Involvement: Write in or place a star sticker under each day for the number of tasks successfully completed. Share this chart with your parents each day and have them to look at your grade portal and assignments with you to add feedback below.**

Monday	Tuesday	Wednesday	Thursday	Friday
Comments or Write in #'s completed:	Comments or Write in #'s completed:	Comments or Write in #'s completed:	Comments or Write in #'s completed:	Comments or Write in #'s completed:

**Rewards/Incentives:**

<b>Daily Ideas</b> Must earn 4-5 stars	<b>Weekly Ideas</b> Must earn @ least 21 stars = 70%
<ul style="list-style-type: none"> <li>• Extra play time</li> <li>• Extra Social media/phone time</li> <li>• Pick a treat (cookie, popsicle, candy)</li> </ul> Ask your student for ideas: <hr/> <hr/>	<ul style="list-style-type: none"> <li>• Pick take-out meal from favorite restaurant</li> <li>• Order a movie on Netflix/On-Demand</li> <li>• Make slime/craft</li> </ul> Ask your student for ideas: <hr/> <hr/>



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