

Daily Routine

Today is:

Routine	Tasks			
Start-up	<ul style="list-style-type: none"> • Open diary • Study Folder open and on desk • All books and equipment are ready • Mind Dump • Scan the previous nights routine – is there anything you need to complete • Print and fill in Daily Routine 			
Daily Job				
Homework	Refer to diary			
Assignments	Planning	Researching	Writing	Checking
Revision	Note-taking	Remembering	Cramming	
Last acts	<ul style="list-style-type: none"> • Make any notes for tomorrow • Store away materials and notes correctly in Study Folder • Make electronic copy of everything completed tonight (either email, USB) • Pack bag for tomorrow (including diary) 			