



10 Steps to Success

Daily Checklist	
1. I have a fully charged laptop.	
2. I have set up a quiet learning space & have all necessary equipment.	
3. I have turned my mobile phone to silent or placed it in another room.	
4. I have printed out my Weekly Learning Cycles (WLC) on Canvas.	
5. I have completed the schedule below.	
6. I have ticked off the tasks in my Weekly Learning Cycles.	
7. I have checked my email inbox at least two times AND I have emptied/sorted my inbox.	
8. I have shared my Evidence of Learning (EOL) with my teachers.	
9. I have named, saved and filed my documents into the correct subject folders.	
10. I have contacted my teacher/s when I have been confused about what to do.	