***EVERY NIGHT****-***READY, SET, GO**

**READY**

R- Read AGENDA

E- Edit your "to do" list (Agenda list) as you go

A- Ask your parents to read/sign important papers/flyers

D- Do your homework and tasks on Agenda

Y- You are AWESOME!

* R-   AGENDA- Check it once, check it twice, check off completed tasks as you go.  Interrupted by a sport or activity?  You can just pick up where you left off on this list later tonight.
* EA-COMMUNICATION-Did you give important flyers, notices to parents?  Does anything need to be signed?  Ask a parent or caretaker where these things can be safely passed off to each other if they are not home at night.
* D-  HOMEWORK-  Complete homework, prioritize by due date.  Not sure what to do for AVID Homework?  Check the tab!  Remember to use school website pages.  The link to teacher pages is even on this page!
* STUDY!- Done with homework?  Study your notes.  Revisit Cornell Notes, highlight, create questions, summarize and prepare for tutorials

SET

S- See if parents are done signing paperwork

E- EDIT your AGENDA.  Check off each completed task.

T- Time to organize your Binder!

* S- COMMUNICATION CHECK BACK- Did your caretaker fill out forms, sign anything that needs to be returned?
* E- AGENDA- Check it one last time!  Make "to do" notes if necessary.
* T- BINDER ORGANIZATION

GO!!!!

* AHHHHHHH, now you can relax and rest knowing you did your best!  WHAT?  MOM WANTS ME TO CLEAN MY ROOM NOW....NOOOOOOO!  Well, I guess that's part of organization too!
* TEXT or email AN AVID BUDDY- "I’m ready to GO!"
* Go get those "A"s

***TWICE A WEEK***-

* Clean any trash, broken items, dried pens, etc.. out of backpack
* BENTON WEBSITE- Check the Benton Calendar.  Any activities coming up that you might have forgotten?
* SEND your AVID teacher an email about how much you LOVE this class! ; )

***ONCE A WEEK*-**

* GRADE CHECK- Visit Powerschool and check your grades.
* FILE any graded papers in the AVID Archives basket at school.
* **ACADEMIC CONTRACT**- If you are on an academic contract be sure to have your caretaker sign it by Monday of each week.