

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	<table border="1"> <tr> <th>Planning</th><th>Researching</th><th>Writing</th><th>Checking</th></tr> <tr> <td></td><td></td><td></td><td></td></tr> </table>	Planning	Researching	Writing	Checking				
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Revision	<table border="1"> <tr> <th>Note-taking</th><th>Remembering</th><th>Cramming</th></tr> <tr> <td></td><td></td><td></td></tr> </table>	Note-taking	Remembering	Cramming					
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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) 								