**Daily Schedule**

Sometimes having a clear routine each day can help us to be more successful. I’ve noticed that you are struggling with some structure in your day so I would like you to fill out this schedule to help provide you with a daily routine. And remember that the nice thing about this is that you can design it to work for you. If you start your day at 5am or 9am, you can still make this work! Fill this out and send it back to me. And please be sure to include the following elements:

* ClassConnect times (or the times you watch the recordings if you are on yellow track)
* Short Breaks – sitting at the computer for a long period of time isn’t good for anyone.
* Scheduled time for completing assignments
* At least 5.5 hours of school (remember that often times you may have more work due to “homework”)

|  |  |
| --- | --- |
| Time | Activity |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |