

Checklists For Students

**Navigate Studies, Crush Your Career—
Checklists Do the Heavy Lifting**

fatskills

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Useful Checklists And Templates For High School Students

These simple tools will help you with organization, academics, personal growth, and preparing for the future. These resources are practical, easy to follow, and adaptable for different needs.

1. Academic Success Checklist

A. Daily Study Habits

- ✔ **Organize Materials:** Ensure notebooks, textbooks, and supplies are ready for each subject.
- ✔ **Use a Planner:** Write down homework, deadlines, and test dates.
- ✔ **Review Class Notes:** Spend 10–15 minutes per subject to reinforce learning.
- ✔ **Complete Assignments:** Tackle harder tasks first and check off completed work.
- ✔ **Ask for Help:** Reach out to teachers or classmates if something is unclear.

B. Weekly Academic Routine

- ✔ **Check Grades:** Monitor progress via your school's grading portal.
- ✔ **Plan Study Sessions:** Block out time for quizzes, tests, and long-term projects.
- ✔ **Clean Your Backpack:** Remove unnecessary papers and clutter.
- ✔ **Attend Tutoring/Study Groups:** If needed, make time to reinforce tough subjects.
- ✔ **Set Goals:** Write down specific academic goals for the week (e.g., improve test score, finish essay early).

2. Time Management Template

Use this **template** to map out your day and prioritize tasks.

Time | Activity | Priority (High/Medium/Low) | Notes

7:00–8:00 AM | Morning routine | High | Eat breakfast, prep bag |
8:00–3:00 PM | School (classes) | High | Focus in class, take notes |
4:00–5:00 PM | Homework | High | Math problems, history essay |
5:00–6:00 PM | Relaxation | Medium | Read, watch TV |
6:00–7:00 PM | Study for Biology Quiz | High | Review flashcards |

3. Extracurricular Activities Checklist

A. Choosing Activities

- ✓ **Identify Interests:** Choose clubs, sports, or hobbies you're passionate about.
- ✓ **Research Requirements:** Find out the time commitment and any costs involved.
- ✓ **Balance Commitments:** Limit activities to avoid burnout.

B. Staying Committed

- ✓ **Track Deadlines:** Write down event dates, practice times, and competitions.
- ✓ **Communicate with Coaches/Advisors:** Stay updated on expectations.
- ✓ **Reflect on Goals:** Set short-term and long-term goals for your activity.

4. College Preparation Checklist (9th–12th Grade)

A. Freshman/Sophomore Years

- ✓ **Build a Strong GPA:** Prioritize grades and understand their impact.
- ✓ **Explore Interests:** Join clubs, volunteer, or take elective classes.
- ✓ **Create a Résumé:** Start documenting activities, awards, and leadership roles.
- ✓ **Develop Good Habits:** Focus on time management, note-taking, and self-discipline.

B. Junior Year

- ✔ **Take the PSAT:** Prepare for SAT/ACT by using this as a practice test.
- ✔ **Research Colleges:** Make a list of potential schools based on interests, location, and size.
- ✔ **Plan for Tests:** Schedule and prepare for the SAT/ACT and AP exams.
- ✔ **Visit Campuses:** Attend virtual or in-person college tours.
- ✔ **Request Recommendations:** Identify teachers for letters of recommendation.

C. Senior Year

- ✔ **Finalize College List:** Divide schools into safety, match, and reach categories.
- ✔ **Apply for Scholarships:** Search and apply for scholarships and financial aid (FAFSA).
- ✔ **Write Personal Essays:** Draft, revise, and finalize college application essays.
- ✔ **Submit Applications:** Meet all application deadlines and follow up on confirmations.
- ✔ **Prepare for Graduation:** Order cap and gown, take senior photos, and celebrate milestones!

5. Stress Management Checklist

- ✔ **Use Deep Breathing Techniques:** Try the 4-7-8 method (inhale for 4 seconds, hold for 7, exhale for 8).
- ✔ **Exercise Regularly:** Spend at least 30 minutes a day on physical activity (sports, walking, yoga).
- ✔ **Take Breaks:** Use the Pomodoro technique (25 minutes focused, 5 minutes break).
- ✔ **Get Enough Sleep:** Aim for 8–10 hours of sleep each night.
- ✔ **Talk to Someone:** Share concerns with a friend, family member, or counselor.

6. High School Résumé Template

Use this template to showcase your achievements for jobs, internships, or college applications.

Section | Details

Name and Contact | Include your name, email, phone number, and city. |

Objective | A short statement about your goals (e.g., “To gain experience in STEM”). |

Education | List your high school, GPA, and any honors classes/AP courses. |

Extracurriculars | Include clubs, sports, or organizations you’re involved in. |

Volunteer Work | Detail your volunteer roles, hours, and impact. |

Skills | Add technical skills (e.g., MS Office, coding) and soft skills (e.g., leadership). |

Awards | Highlight academic, athletic, or community recognitions. |

7. Homework Tracker Template

Use this **template** to keep track of assignments and due dates.

Subject | **Assignment** | **Due Date** | **Completed?** (Y/N) | **Notes**

Math | Solve practice problems | January 30 | N | Focus on Chapter 5

English | Draft essay on "Hamlet" | February 2 | Y | Peer-reviewed in class

Biology | Study for quiz | January 31 | N | Review flashcards

8. Life Skills Checklist

Budgeting Basics: Learn to track expenses and save money.

Basic Cooking: Practice making simple meals like pasta, sandwiches, or eggs.

Time Management: Use tools like Google Calendar or a planner to organize your schedule.

Laundry and Cleaning: Learn to wash clothes, fold them, and tidy your space.

Public Speaking: Practice giving presentations or participating in debates.

9. Study Plan Template

Day | Subject | Task | Goal | Time Spent

Monday | Chemistry | Review notes on covalent bonds | Understand key concepts | 1 hour |

Tuesday | History | Write essay introduction | Draft 2 solid paragraphs | 45 minutes |

Wednesday | Math | Solve 10 equations | Master quadratic formulas | 1 hour |

10. Checklist for Tests and Exams

Before the Test

- ✔ **Create a Study Guide:** Summarize key topics, formulas, and concepts.
- ✔ **Practice Problems:** Use past papers or sample questions.
- ✔ **Quiz Yourself:** Use flashcards or apps like Quizlet.
- ✔ **Sleep Well:** Get at least 8 hours of sleep before the test.
- ✔ **Pack Essentials:** Bring pencils, erasers, calculators, and ID.

During the Test

- ✔ **Read Instructions Carefully:** Avoid simple mistakes by reviewing each question.
- ✔ **Manage Time:** Allocate time for each section and check the clock.
- ✔ **Review Answers:** Use remaining time to double-check for errors.

Useful Checklists And Templates For College Students

These simple tools cover useful topics like academic success, time management, financial planning, personal growth, and career readiness. These resources are designed to make college life more organized and manageable.

1. Academic Success Checklist

A. Weekly Academic Routine

- ✔ **Organize Materials:** Keep your syllabus, notes, and assignments for each course in one place (digital or physical).
- ✔ **Review Class Notes:** Spend time after each lecture summarizing notes or highlighting key concepts.
- ✔ **Check Deadlines:** Use a planner or app (like Google Calendar or Notion) to track due dates and exams.
- ✔ **Participate in Study Groups:** Meet regularly with peers to discuss challenging material.
- ✔ **Visit Office Hours:** Ask questions and build a connection with professors or teaching assistants (TAs).

B. Study Plan Template

Day | Course | Task | Goal | Time Spent |

Monday | Biology | Read Chapter 3 | Summarize main concepts | 1 hour

Tuesday | Economics | Solve practice problems | Prepare for weekly quiz | 45 minutes

Wednesday | Literature | Draft essay introduction | Write 2 strong paragraphs | 1 hour

Thursday | Math | Review lecture notes | Understand formulas | 1 hour

2. Time Management Checklist

- ✔ **Use a Weekly Planner:** Break down your week into blocks for classes, work, study, and personal time.
- ✔ **Prioritize Tasks:** Use the Eisenhower Matrix to classify tasks as urgent/important.
- ✔ **Set Deadlines:** Break large projects into smaller tasks with mini-deadlines.
- ✔ **Use Pomodoro Technique:** Work in focused 25-minute intervals with 5-minute breaks.
- ✔ **Limit Distractions:** Use apps like Forest or Focus Keeper to stay on task.

Weekly Schedule Template

Time | Monday | Tuesday | Wednesday | Thursday | Friday

8:00–9:00 AM | Gym | Lecture: Biology | Study: Math | Lecture: Econ | Library: Research

10:00–11:00 AM | Lecture: History | Office Hours | Study Group | Review Notes | Lecture: Writing

1:00–2:00 PM | Study: Economics | Library | Lecture: Econ | Lunch | Lecture: History |

3. Financial Planning Checklist

A. Budget Template

Category | Monthly Budget | Actual Expense | Notes |

Tuition and Fees | \$500 | | Payment plan with the school

Rent/Utilities | \$800 | | Shared apartment costs

Groceries | \$200 Meal prepping saves money

Transportation | \$50 Bus pass

Entertainment | \$100 Subscriptions (Netflix, Spotify) |

B. Budgeting Tips

- ✔ **Track Spending:** Use apps like Mint or YNAB to monitor expenses.
- ✔ **Cut Unnecessary Costs:** Cancel unused subscriptions or reduce dining out.
- ✔ **Apply for Scholarships:** Search for ongoing scholarship opportunities through your school or websites like Fastweb.
- ✔ **Save for Emergencies:** Aim to save \$500-\$1,000 for unexpected expenses.

4. Career Development Checklist

A. Building a Professional Profile

- ✔ **Create/Update Résumé:** Highlight education, internships, skills, and achievements.
- ✔ **Set Up a LinkedIn Profile:** Include a professional photo, headline, and summary.
- ✔ **Draft a Cover Letter Template:** Personalize it for specific job or internship applications.
- ✔ **Network:** Attend campus career fairs, connect with professors, and join student organizations.

B. Résumé Template

Section | Details

Name and Contact | Full name, email, phone number, LinkedIn profile.

Objective | A concise goal statement (e.g., "Seeking a marketing internship").

Education | List your major, GPA (if above 3.0), and relevant coursework.

Experience | Include internships, part-time jobs, or volunteer work.

Skills | Technical (e.g., Excel, coding) and soft skills (e.g., teamwork). |

5. Dorm Room Essentials Checklist

A. Essentials

- ✓ **Bedding:** Twin XL sheets, comforter, pillow, mattress protector.
- ✓ **Storage:** Bins, under-bed storage, and closet organizers.
- ✓ **Electronics:** Laptop, chargers, headphones, surge protector.
- ✓ **Kitchen Supplies:** Microwave, mini-fridge, reusable water bottle, utensils.
- ✓ **Laundry Supplies:** Detergent, hamper, drying rack.

B. Room Setup

- ✓ **Personalize:** Add photos, posters, or lights to make the space feel like home.
- ✓ **Functional Layout:** Arrange furniture for optimal study and relaxation space.
- ✓ **Stock Snacks:** Keep healthy snacks like granola bars, nuts, and fruit cups.

6. Self-Care Checklist

- ✓ **Sleep Schedule:** Aim for 7-9 hours of sleep each night.
- ✓ **Exercise Routine:** Incorporate 30 minutes of physical activity 3-5 times a week.
- ✓ **Healthy Eating:** Balance meals with proteins, veggies, and whole grains.
- ✓ **Mindfulness Practices:** Try meditation, journaling, or deep breathing exercises.
- ✓ **Social Time:** Spend time with friends, join clubs, or attend campus events.

7. Exam Prep Checklist

A. Before the Exam

- ✓ **Create a Study Guide:** Summarize lecture notes, readings, and key terms.
- ✓ **Practice Problems:** Use past exams, flashcards, or sample questions.
- ✓ **Use Office Hours:** Ask your professor or TA to clarify difficult concepts.
- ✓ **Organize Supplies:** Pack pens, pencils, calculator, ID, and water the night before.

B. During the Exam

- ✔ **Read Questions Carefully:** Underline keywords and instructions.
- ✔ **Manage Time:** Allocate time per section and check the clock regularly.
- ✔ **Review Answers:** If time allows, go back and double-check your work.

8. Internship or Job Application Tracker

Company Name | Position | Deadline | Status (Applied/Interview) | Follow-Up Notes

Google | Marketing Intern | January 20 | Applied | Follow up in two weeks.

Deloitte | Data Analyst Intern | February 1 | Interview Scheduled | Research company values.

Nonprofit Org XYZ | Volunteer Coordinator | February 5 | Drafting Cover Letter | Customize for their mission. |

9. Mental Health Resources Checklist

- ✔ **Campus Counseling Services:** Check your college's health center for free or low-cost sessions.
- ✔ **Stress-Relief Apps:** Download apps like Calm, Headspace, or Insight Timer.
- ✔ **Emergency Contacts:** Save important numbers, including campus security and hotlines like 988 (in the US).
- ✔ **Join Peer Support Groups:** Look for mental health awareness groups on campus.

10. Graduation Preparation Checklist

- ✔ **Meet Credit Requirements:** Review your degree audit with an advisor.
- ✔ **Order Cap and Gown:** Confirm your school's deadlines.
- ✔ **Apply for Graduation:** Submit forms to your registrar's office.
- ✔ **Plan for Celebrations:** Coordinate with family and friends for graduation day.

How to Plan Your Day for Students (Step-by-Step Guide)

A well-structured daily and monthly study plan helps you stay productive, manage time efficiently, and avoid burnout. Follow this framework to plan your study schedule effectively.



DAILY STUDY PLANNER TEMPLATE

💡 Customize this schedule in Google Sheets to track your study time!

Time | Activity | Hours

5:00 AM | Sleep (Ensure 7-9 hours) | 7-9 hrs |
6:00 AM | Wake up + Breakfast | 1 hr |
7:00 AM | Self-Care (Shower, Exercise) | 30 min |
7:30 AM | Material Review (Textbooks, First Aid) | 1 hr |
8:30 AM | Practice Questions (QBank) | 1.5 hrs |
10:00 AM | Break | 30 min |
10:30 AM | Reviewing Mistakes (Exam Questions) | 1 hr |
11:30 AM | Miscellaneous Tasks | 30 min |
12:00 PM | Lunch Break | 1 hr |
1:00 PM | Study Session 2 (Concept Review) | 1.5 hrs |
2:30 PM | Practice Questions (New Topics) | 1.5 hrs |
4:00 PM | Break (Exercise, Walk) | 30 min |
4:30 PM | Reviewing Weak Areas | 1 hr |
5:30 PM | Dinner Break | 1 hr |
6:30 PM | Final Study Session (Light Revision) | 1.5 hrs |
8:00 PM | Review Flashcards / Notes | 30 min |
8:30 PM | Relaxation / Hobby / Family Time | 1 hr |
9:30 PM | Wind Down (No Screens) | 30 min |
10:00 PM | Sleep | 7-9 hrs |

 **Tips for Daily Planning:**

- ✓ Break study into blocks (90-minute sessions) to prevent burnout.
- ✓ Use active recall methods (flashcards, practice questions).
- ✓ Plan daily goals (e.g., "Finish 50 QBank questions").
- ✓ Take breaks every 90 minutes for better focus.



Student Planner Template: Monthly, Weekly & Daily Goals



Monthly Planner: Big Picture Planning

- ✓ Set Major Goals – Identify key academic & personal goals (e.g., finish a research paper, apply for internships).
- ✓ Mark Important Deadlines – Exams, assignments, presentations, and projects.
- ✓ Plan Study & Review Time – Allocate study hours for upcoming tests and big assignments.
- ✓ Track Habits & Self-Care – Exercise, sleep schedule, and personal development.
- ✓ Reflect & Adjust – At the end of the month, review what worked and what needs improvement.

✦ Example:

- Finish 3 chapters of textbook readings 
- Attend 2 networking events 
- Submit essay draft by the 20th 
- Work out 3x per week



Weekly Planner: Breaking Down Priorities

- ✓ Set Weekly Goals – Academic tasks, study sessions, and extracurricular activities.
- ✓ Plan Study Blocks – Assign specific days for studying different subjects.
- ✓ Schedule Review Sessions – Recap notes, practice problems, and quiz yourself.
- ✓ Balance Responsibilities – Include work shifts, social time, and self-care.
- ✓ Adjust as Needed – If something isn't working, modify your schedule.

🔥 Example:

- Monday: Review lecture notes from last week 📖
- Tuesday: Start researching for essay 💻
- Wednesday: Group study session for chemistry 🧪
- Thursday: Workout & self-care ♀
- Friday: Draft presentation slides 🖋️
- Saturday: Relax & catch up on any unfinished work 🎮
- Sunday: Plan for next week 📅

📅 Daily Planner: Stay Productive 🚀

- ✓ Prioritize Tasks (Top 3 Goals) – What absolutely must get done today?
- ✓ Use Time Blocks – Study for 1-2 hours, take a break, and repeat.
- ✓ Limit Distractions – Put phone on silent, use focus apps, and create a quiet workspace.
- ✓ Stay Flexible – Life happens! Shift tasks if needed, but don't lose momentum.
- ✓ End-of-Day Reflection – What went well? What needs improvement?

🔥 Example:

📍 Morning:

- Review biology notes (1 hour) 📖
- Attend class 🏫

📍 Afternoon:

- Work on math assignment (2 hours)
- Workout (30 min) 🏋️

📍 Evening:

- Read textbook chapter (45 min) 📖
- Relax & sleep early 😴

🌟 Tip: Use planners (digital like Notion/Google Calendar or paper planners) to stay organized! 📝 ✅

Checklists For Students

**Like a GPS for Your GPA
(And Your Future Paycheck)**

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