

ULS School Counseling Department Time Management Checklist

As we continue to navigate our way into distance learning, it's important to set up routines. Here is a quick checklist that will help you remain on track.

- To the extent possible, submit the assignments by the assigned due date. This will help you stay on track and not get too far behind.
- Check the classwork assignments for each class that meets that day.
 - When are they due?
 - What are the instructions?
 - Do you have any questions or are you unclear about an assignment?
- If you have any questions, contact your teachers either by email or through online discussions (depending on what they would prefer) to clarify. Again, we want to stay in touch!
- Prioritize your work for classwork assignments.
 - Make sure you have everything you need to complete your assignments. If you're missing any resources, reach out to your teachers to find out what they want you to do.
 - Make sure you work on those assignments due by 3:00 p.m. first.
 - Once you've completed those short-term assignments, work on the long-term assignments.
 - Remember as classes continue, keep track of any long-term assignments from previous days.
 - It may be helpful to keep a planner or list so that you can keep track of your assignments.

As you get into the rhythm of distance learning, please be assured that while we have deadlines to help you structure your time, we remain focused on being flexible and understanding of each student's unique situation. Reach out to your teachers if for any reason you are unable to turn something in on time. We very much understand that this is uncharted territory and we're here to instruct as well as to be supportive of you!

Lauren Eglin
School Counselor
Grades K-5
leglin1@lsu.edu

Angela Murray
School Counselor
Grades 6-9
amurray@lsu.edu

Kristy Gremillion
School Counselor
Grades 10-12
kgremillion@lsu.edu