

A WINTER BREAK CHECKLIST

So second semester starts as solid as your first semester.

☐ **CHOOSE A BOOK OR CREATIVE PROJECT.**

5-15 minutes

☐ **FINISH YOUR PAPERWORK/RECORDS.**

30-60 minutes

☐ **PUT AWAY FIRST-SEMESTER MATERIALS.**

10-20 minutes

☐ **EVALUATE THE FIRST SEMESTER.**

20-40 minutes

☐ **DO A THOROUGH CLEANUP.**

30-60 minutes

☐ **ORDER CURRICULUM AND SUPPLEMENTS.**

20-60 minutes

☐ **CREATE YOUR READING LIST.**

20-60 minutes

☐ **UPDATE YOUR CALENDAR.**

20-75 minutes

☐ **PLAN A FEW FIELD TRIPS.**

40-75 minutes

☐ **REST.**

As much as you can!