

TCC GO September Student Activity

Build Your Email Routine Challenge!

Participate & Win a Prize!

Everyone who completes and submits this activity by **September 30, 2026**, will receive a **prize!** 🎉

Checking your email regularly is an important habit for high school, college, jobs, scholarships, and the TCC GO program. Important information and opportunities are often sent through email, so let's build a routine that helps you stay informed and organized!

Student Information

Student Name:

School:

Grade:

Date:

Step 1: Check Your Email

Log into the email account that you use for school and important opportunities.

Check all that apply:

- ☐ I can successfully log into my email account.
- ☐ I know my email address.
- ☐ I know how to check my inbox.
- ☐ I have checked my email recently.

My email address is:

Step 2: Inbox Clean-Up Challenge

Take a few minutes to look through your inbox.

Complete at least **two** of the following:

- ☐ Read unopened emails.
- ☐ Delete unnecessary emails or spam.
- ☐ Look for important emails that need a response.
- ☐ Save or star an important email.
- ☐ Unsubscribe from an email list you no longer want to receive.

What is one type of email that you should always make sure to read?

Step 3: Build Your Email Routine

One of the best ways to stay on top of important information is to create a regular email routine!

I will check my email:

_____ days per week.

The best time for me to check my email is:

- ☐ Before school
- ☐ During lunch
- ☐ After school
- ☐ In the evening
- ☐ Other: _____

I plan to check my email at approximately:

My Email Routine:

I will check my email

Step 4: Important Contacts

Think about the people who may send you important information during the school year.

Check the contacts you currently have saved:

- ☐ TCC GO Student Support Coordinator
- ☐ School counselor
- ☐ Teacher
- ☐ College advisor
- ☐ University instructor
- ☐ Other important school or program contact

Who is one important person you should have contact information for?

Why might you need to contact them?

Step 5: The Professional Email Challenge

Imagine that you receive an email from TCC GO asking you to send an important document.

Write a short, professional response below.

Remember to include:

- ☐ A greeting
- ☐ A response to the email
- ☐ A closing
- ☐ Your name

My Response:

Final Reflection

Why is checking your email regularly important for your future goals?

My Email Success Promise

I understand that checking my email regularly can help me stay informed about important opportunities, deadlines, school information, scholarships, college opportunities, and TCC GO activities.

This school year, I will work on building a routine to check my email regularly!

Student Signature: _____

Date: _____

Don't Forget!

Complete and submit this activity by September 30, 2026, to receive your prize!

Keep building good habits—small routines can help you reach BIG goals! 🚀