

**Outlook  
Lesson****3****Before You Begin  
Reflect**

**Directions:** After you have finished the projects, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your Word document.

	<b>Student Checklist</b>		<b>Teacher Evaluation</b>
<b>Criteria</b>	<b>Completed</b>	<b>Not Completed</b>	<b>Comments</b>
Completed the Challenge Yourself Projects			
Created a Word document			
Described three tasks that you could schedule every day			
Discussed the importance of planning your schedule in advance			
Discussed how a good plan can help improve your performance at school or work			