

**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.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
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			