

**PowerPoint
Lesson****4****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.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Completed the Challenge Yourself Projects			
Created a new Word document			
Listed the activities that take up most of your time			
Listed the activities that you wish you had more time for			
Listed the activities you feel you could spend less time doing			
Explained how budgeting your time can help you reach your goals			
Proofread and checked spelling in your document			