

**Excel Lesson****4****Before You Begin  
Reflect****R**

**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 new Word document			
Described the factors you considered when designing the schedule			
Identified how you can use an Excel schedule to improve you self-management skills			
Proofread and checked spelling in your document			