

**Outlook
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			
Discussed how organizing helps share the workload among project members			
Discussed how Outlook eliminates confusion among project members			