

* Step 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 6: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 7: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

In Microsoft Word, type or print the PDF to write your answers. Write or type your steps and the date you plan to

complete the step. After you have completed the step,

check it off and put the actual date that you completed the step.

Continue doing this until all your steps are completed.

**My Steps Checklist**



* Step 8: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 9: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 10: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 11: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 12: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 13: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 14: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

*STEPS CONTINUED*

**My Steps Checklist**



* Step 15: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 16: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 17: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 18: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 19: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 20: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 21: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

*STEPS CONTINUED*

**My Steps Checklist**



* Step 21: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 22: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 23: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Step 24: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Planned to Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

*STEPS CONTINUED*

**My Steps Checklist**