

HERE IS WHAT TO THINK ABOUT BEFORE STARTING A NEW TASK:

1.

STOP



- Stop what I am doing.

2.

THINK



- What do I need to do?
- Do I have a checklist that I can use?

3.

PLAN



- Plan the steps needed to finish the task.
- Fill out the checklist that I can use.

4.

DO



- Sit down and start working!