



## Check and Review . . .

### Description:

The last step in the planning cycle is crucial to those students who want to achieve high levels of success.

When a student finishes working on a task, the work should be checked. Is it accurate? Is it done well?

If so, it should be checked off in the agenda.

Is there anything left incomplete? If so, any remaining work should be forwarded to (and re-entered on) a future date. The original record should be marked with an arrow to reflect this.

### Objectives:

Students will:

- understand the importance of checking work for accuracy and completeness
- learn how to forward unfinished tasks to a future date

### Procedure:

1. Discuss the importance of checking and reviewing work:
  - When you finish working on a project or a homework assignment, are you finished?
  - Not quite! Check it to make sure it's done well. Is it quality work? Did you miss anything?
  - If you don't have enough time to finish, plan it forward in your agenda. Re-record the same task on the date when you plan to complete the work.
2. Ask students to check if there's any work that they had planned to do in the last week that was not finished. Ask them to re-record it for some time in the next few days.

WEDNESDAY		JANUARY
6	DAY	
• <i>Socials wksht. #2 (due Jan. 8)</i>	2	✓
- <i>do it tonight 7:00 - 7:30</i>		
• <i>Eng.: rd. The Mockingbird (due Jan. 10)</i>	4	→
- <i>Saturday</i>		
• <i>Math pg. 45: do quest. 1-5 (due Jan. 8)</i>	3	✓
- <i>tonight 8:00-8:30</i>		



**Weekly:** When you check to ensure that students are recording their homework and tasks, also see if they are Checking and Reviewing.