WORK COMPLETION CHECKLIST

Daily, weekly and step checklists

EDITABLE

18 PAGES

Daily Work Checklist (Filled In)

Eli Brooks and Ms. Okafor, Mon, Dec 7. Every task and box is filled in.

My name: Eli Brooks

Date: Mon, Dec 7

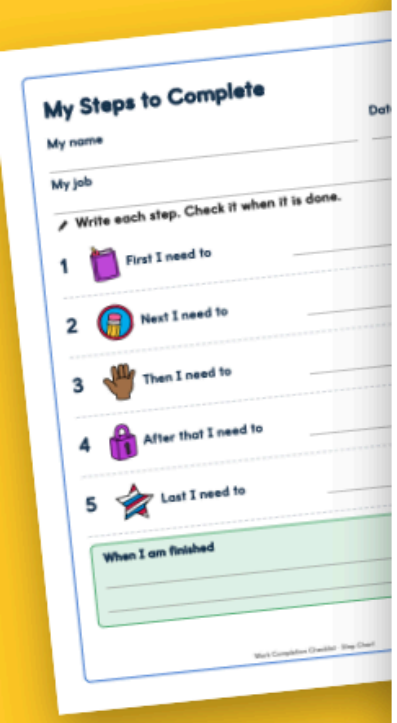
Subject	My task	Started	Finished	Checked	I did my best
Reading	Read pages 10 to 14	☒	☒	☒	☒
Math	Fractions sheet, 12 problems	☒	☒	☐	☒
Writing	Story: first draft	☒	☐	☐	☐
Science	Label the plant parts	☐	☐	☐	☐
Spelling	Week 3 word list	☒	☒	☒	☒
My choice	Draw the map of the story	☒	☒	☐	☒

What the example shows

- Started: 5 of 6 tasks. Finished: 4 of 6.
- Checked: 2 of 6. I did my best: 4 of 6.
- Not started: Science. Started but not finished: Writing.
- Checked is only for a finished task. 2 of 4 finished tasks are checked.

Teacher note (the grown-up checks the Checked box)

Invented example: Eli Brooks and Ms. Okafor and every task are made up.





Bright Path Sped

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- Every line and box is already a type-in field. There is nothing to unlock.
- It works offline. No account and no internet connection are needed after download.

Print at 100 percent

Turn off fit to page and shrink to fit. The lines and boxes are dark, so the pages photocopy in black and white.

Keep student names private

Every page holds a student's name and work. Keep printed pages in a folder, and follow your school's own privacy rules.

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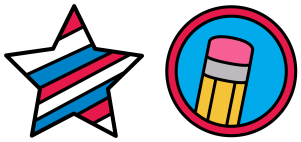
Late work rules are yours to set

Your school decides how finished work is recorded and what happens to late work. Write that rule on page 3, in your own words.

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PREVIEW

My Daily Work Checklist



My name _____ **Date** _____

Check each box when you do it.

Subject	My task	Started	Finished	Checked	I did my best
Reading		☐	☐	☐	☐
Math		☐	☐	☐	☐
Writing		☐	☐	☐	☐
Science		☐	☐	☐	☐
Spelling		☐	☐	☐	☐
My choice		☐	☐	☐	☐

PREVIEW

My plan for tomorrow

_____

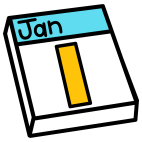
_____

_____

My goal for this week

_____

My Week Checklist



My name _____ **Date** _____

Check the box when you finish a task.

My task	Mon	Tue	Wed	Thu	Fri
Reading	☐	☐	☐	☐	☐
Math	☐	☐	☐	☐	☐
Writing	☐	☐	☐	☐	☐
My choice	☐	☐	☐	☐	☐
All my work	☐	☐	☐	☐	☐

My big win this week

_____

_____

My week notes

_____

_____

_____

PREVIEW

My Steps to Complete

My name _____ **Date** _____

My job _____

Write each step. Check it when it is done.

1  **First I need to** _____ ☐

2  **Next I need to** _____ ☐

3  **Then I need to** _____ ☐

4  **After that I need to** _____ ☐

5  **Last I need to** _____ ☐

When I am finished

_____

_____

PREVIEW

Big Jobs in Small Parts



My name _____ **Date** _____

My big job

_____

Check each part when it is done.

Part	What I will do	Due	Done
Part 1			☐
Part 2			☐
Part 3			☐
Part 4			☐

My ideas to start

_____

_____

_____

_____

I need help with

_____

PREVIEW

Preview · Bright Path Sped

Class Work Completion Tracker (Filled In)



Ms. Okafor, an invented class of 8 students. Totals are added up.

Teacher

Ms. Okafor

Class

Room 12 (invented)

Week of

Dec 7

Student	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Finished of 6
Task name	Reading log	Math sheet	Writing draft	Science lab	Word work	Project	–
Eli Brooks	☒	☒	☒	☒	☐	☒	5
Priya Shah	☒	☒	☒	☒	☒	☒	6
Marcus Lee	☒	☒	☐	☒	☐	☒	4
Sofia Diaz	☒	☒	☒	☒	☒	☐	5
Owen Walsh	☒	☐	☒	☒	☐	☐	3
Nora Kim	☒	☒	☒	☒	☒	☒	6
Theo Grant	☒	☒	☐	☒	☒	☒	5
Ava Patel	☒	☐	☒	☒	☒	☒	5
Finished by	8	6	6	8	5	6	39

Check the totals

- 8 students, 6 tasks: 39 of 48 tasks are finished.
- 2 students finished all 6. The last column adds each row's X marks.
- The bottom row adds each task's X marks down the column.

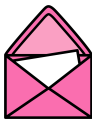
Notes for next week

PREVIEW

Invented example: Ms. Okafor, Room 12 and every student name are made up.

Work Home Copy

A note to send home. Type the names and the work, then print.



Letter

Dear family,

This week your child finished ____ of ____ tasks at school. The work still to finish is listed below. Please help your child finish it at home, then return this page by ____. Thank you.

Subject	Task to finish	Due	Done
			☐
			☐
			☐
			☐
			☐
			☐

Student name _____ Teacher name _____

How you can help at home

_____

_____

_____

_____

How to reach me _____ Date sent _____

Parent or guardian signature _____

PREVIEW

Teacher prep: print on cardstock. The wide panel goes into the front cover pocket, the tall strip into the spine pocket of a binder.

WORK COMPLETION CHECKLIST

Daily, Weekly and Steps



Student

Teacher

Class or school year

WORK CHECKLISTS

PREVIEW